



# **GENERAL LEDGER MANUAL**

This manual walks you through Adding, Copying, Editing and Budget Checking Journals as well as Inquiring on Journals and Running General Ledger Reports.

**State of Vermont**

**Department of Finance & Management**

**Revised November 2008**

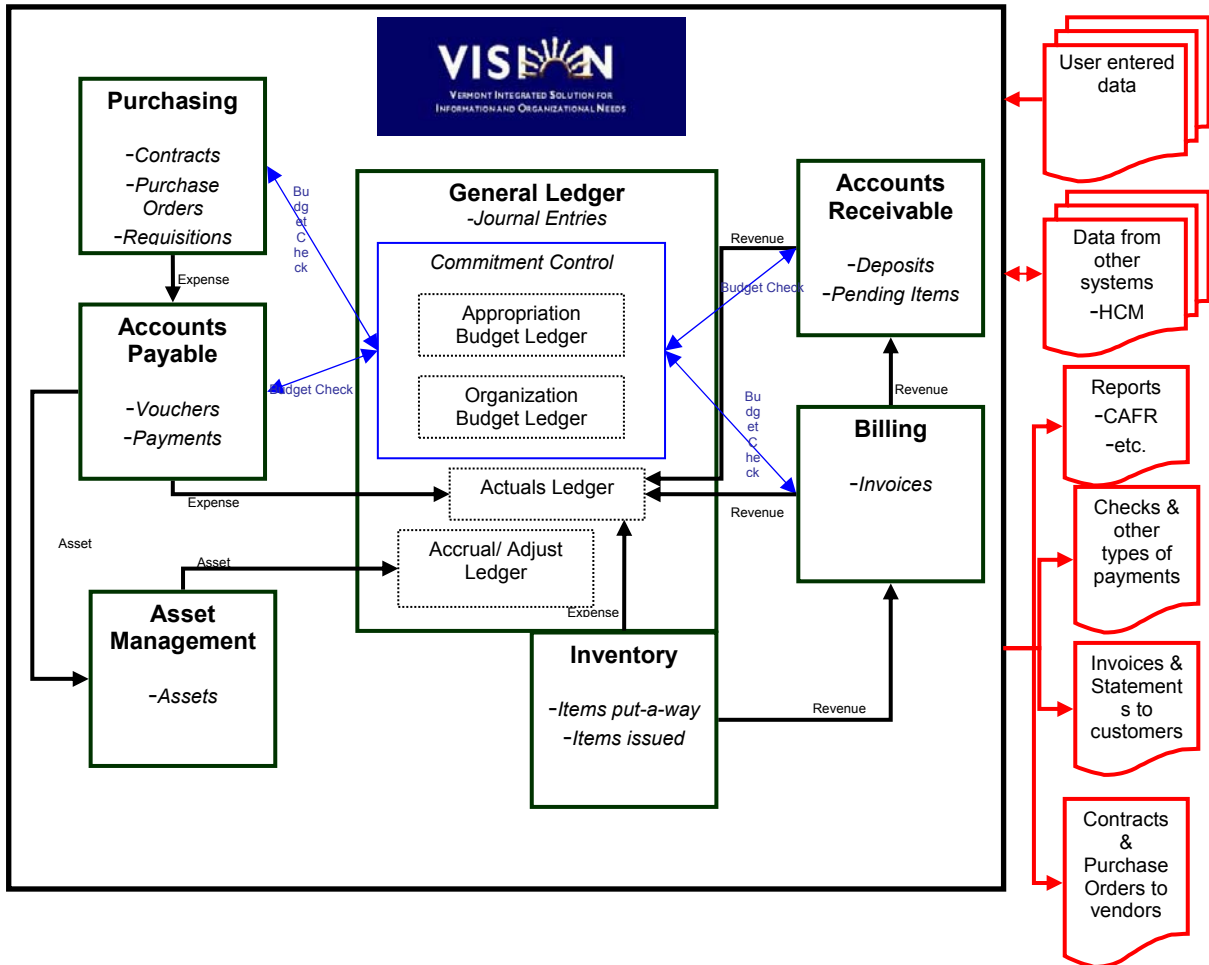
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# Introduction to the General Ledger Module

## Overview of VISION Financial System:



## General Ledger Transactions

The General Ledger module summarizes and stores all transactions from sub modules in the form of journal entries. Journal entries are also manually entered directly to the general ledger. The journal source code indicates how the journal was created, as indicated in the listing below:

ADJ	GAAP adjustments entered manually – used by Financial Operations only
ALO	Allocation journals created by the system when the allocation process is run
AM	Journals created by the journal generator process from the asset management module
AP	Journals created by the journal generator process from the accounts payable module
AR	Journals created by the journal generator process from the accounts receivable module
BI	Journals created by the journal generator process from the billing module
CAJ	Cash adjustments entered manually – Used by the Treasurer's office only
CNV	Used to book beginning general ledger balances when converting to VISION on 7/1/01 – Used by Financial Operations only
HR	Payroll journal entries interfaced from HRMS and created by the system
INV	Journals created by the journal generator process from the inventory module
ONL	Entered manually by users to book intra-business unit transfers and corrections
TSF	Entered manually by users to book inter-business unit transfers
TSN	Entered manually to book funding and cash transfers directed by statute or legislation – used by Financial Operations or by special permission only

VISION users may enter journals to the general ledger using the journal source codes of ONL and TSF only; unless directed to do otherwise by Financial Operations.

## **General Ledger Periods**

The State of Vermont's fiscal year ends on June 30. The fiscal year coincides with the calendar year of its June 30 ending date; i.e. the fiscal year ending 6/30/2008 is fiscal year 2008. The general ledger periods in VISION coincide with the state's fiscal year rather than a calendar year. July is period 1; August is period 2; ... June is period 12. Vision also allows for an adjustment period 998 to be used for all adjusting entries to a prior fiscal year. A fiscal year of activity would include periods 1 through 12 and period 998.

## Transfer Types in VISION

There are various transfer scenarios that Finance has identified. Transfer types and procedures of how to process them have been established for each scenario, and are described in this section. Please refer to [VISION Procedure #7](#) on the Finance & Management website for additional information.

### Funding Transfers Directed by Statute or Current Year Law

- These transfers are processed by the Department of Finance and Management with a journal source code of TSN. Departments will not process these transfers unless directed to do so by Finance, in which case a written notification will be given to the department. Finance and Management will use transfer in and out account codes 701005, 701505, 720000, and 720005 to transfer funds in these transactions. For non-budgeted transfers Finance and Management will use transfer in and out account codes of 701006, 701506, 720001, and 720006.

### Inter-Unit Grant Transfers – Reimbursement (Grant) Transfers

- One business unit (sending) furnishes funds to another business unit (receiving) with **NO expectation of reimbursement or services provided, except as required by the terms of a grant agreement or MOU if applicable.**
- These transfers should be budgeted by the sending department as a grant expenditure and should be budgeted by the receiving department as a funding source in fund 21500. These transfers are processed with a journal source code of TSF. The sending department will debit the proper grant expenditure account code (account codes in the 550--- series for all departments and the 6----- series for AHS only) under the proper fund and deptid and credit cash account 100105 under the proper fund and deptid. The receiving department will debit cash account 100105 under fund 21500 and the proper deptid and credit revenue account 495000 under fund 21500 and the proper deptid.

**Note:** If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an **excess receipt request** through your Budget Analyst to obtain authority to spend the funds received by the transfer.

**Note:** The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received

from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 495000.

### **Inter-Unit Reimbursement Transfers Non-Budgeted (Refund of Expenditure)**

This type of transfer should be used in limited circumstances, in order to prevent understatement of budget-based reporting. Appropriate examples are:

- One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. (Also known as a refund of expenditure.) If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.
- These transfers are processed with a journal source code of TSF. The sending business unit debits the proper expense account and credits cash account 100105. The receiving business unit debits cash account 100105 and credits the expense account, fund, deptid and any other chartfields used on the original transaction processed to pay the bill.
- An employee works for another department. For example an employee changes jobs in the middle of a pay week. **Important Note:** For reporting purposes, whenever salary codes are used on one side of a TSF journal, they must be used in the same (but opposite) way on the other side. All appropriate salary codes must be used, not just salaries (FICA, Life Ins., etc). **The initiating department needs to give the salary code breakdown to the responding department.**

**Note:** In the description of the journal, the receiving business unit must identify the A/P business unit and Voucher ID or Journal ID on which the original bill was paid.

**Note:** Please refer to [VISION Procedure #6](#) for information on how to process prior year refund of expenditures.

### **Surplus Property Sales**

- Must be received into **Surplus Property Special Fund 21584**. If the item was originally expensed, use Revenue account 480001 (**Sale if Surplus Property**). If the item was originally capitalized, use Revenue account **480030 (Proceeds From Sale of Assets)**.



- If you did not receive spending authority in Fund 21584 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to receive spending authority for your surplus property receipts.

**Note: Internal Service funds are the exception.**

### **Inter-Unit Reimbursement Transfers Budgeted**

- One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other state departments.
- The department providing the funds includes the reimbursement as an expenditure on their budget. The business unit providing the service budgets the reimbursement as a funding source under fund 21500. The transfer is processed with a journal source code of TSF. The sending business unit debits the proper expenditure account, fund and deptid for the service provided and credits cash account 100105. The receiving business unit debits cash account 100105 under fund 21500, and the proper deptid and credits revenue account 490000 under fund 21500 and the proper deptid.

**Important Note:** If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an **excess receipt request** through your Budget Analyst to obtain authority to spend the funds received by the transfer.

**Note:** If the Inter-Unit Grant transfer has not been budgeted, the receiving department must still receive the transfer into fund 21500 and then process an excess receipt request to receive spending authority in this fund.

**Note:** The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 490000.

## **Inter-Unit Transfer of Receipts**

- One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to.
- This transfer is processed with a journal source code of TSF. The sending business unit debits the revenue code, fund, deptid, and other chartfields used on the original transaction to post the receipt, and credits cash account 100105. The receiving business unit must debit cash account 100105 and credit the appropriate revenue account.

**Note:** In the description of the journal, the sending department must identify the A/R business unit and Deposit ID or Journal ID in which the original receipt was posted.

## **Intra-Unit Transfers**

- Expenditure and revenue transfers and corrections between chartfields within the same general ledger business unit are processed as intra-unit transfers.
- These transfers are processed with a journal source code of ONL. If the transfer or correction is between a fund, deptid or any other chartfield other than account, offsetting debit and credits to cash account 100106 must be used. If the transfer or correction is between accounts only, then offsetting debits and credits to cash account 100106 are not needed.

**Note:** Corrections to chartfield information on transactions originating from an AP Voucher must be corrected using a Journal Voucher in AP and not with an Intra-Unit Transfer.

## **Inter-unit Transfer for Payment of Goods or Services**

- One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units.
- This transfer is processed with a journal source code of TSF. The sending business unit debits an appropriate expense account and credits cash

**Note:** If the receiving business unit is set up as a vendor in the accounts payable module, the sending business unit must process an AP voucher to pay for the goods and services and not an Inter-unit transfer.

## Requirements Regarding Processing Journal Entries

Departments must follow certain guidelines when entering interunit and intraunit transfer journals in the General Ledger Module to ensure that the transactions can be reported correctly and researched easily. The following describes requirements for the two types of transfers.

### Interunit Transfer Journal Entries (TSF)

**VT\_BU\_TRANSFER Query** – Departments are responsible for running this query on a regular basis throughout the month to see if they have outstanding transfers to process. The query must also be run by each department on the 26<sup>th</sup> of each month to see what journals need to be responded to before the last day of the month.

**Timing of interunit transfer journal entries (TSF)** - All TSF journals MUST be initiated by the 25<sup>th</sup> of the month. Any TSF journals that are initiated after the 25<sup>th</sup> of the month will be deleted. All responding TSF journals MUST be entered by the last day of the month. These time requirements will allow all revenues to be processed by the end of the month so that Financial Operations can produce the Comparative Statement of Revenues Report on the first day of the new month.

**Debit/Credit Memo deadlines (TSF)** – All Debit/Credit memo adjustments must be processed within 5 business days of receipt from the Treasurer's Office. **Note:** This is an **initiating** TSF journal entry so they must be entered by the 25<sup>th</sup> of the month or wait until the 1<sup>st</sup> day of the following month.

**Journal Descriptions** - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

**Balanced Journal Entries** – All journals must be balanced by fund, deptid, class, program, and project/grant. Cash Account 100105 must be used in both sides of the TSF journal and must net to zero between both journals (debit on receiving side; credit on paying side).

**Importance of Proper Chartfield Use** – It is important to realize that the guidelines and requirements for TSF's as outlined in [VISION Procedure #7](#) are a result of **Statewide Reporting Requirements**. It is critical that TSF's are processed correctly in order for statewide budget and GAAP reporting, including preparation of the CAFR, to be completed timely and accurately.

**Proper use of revenue accounts 490000 and 495000 and fund 21500 allows the Reporting section to identify interdepartmental fund transfer transactions and eliminate them from their reporting data. Use 495000 to receive funds for Reimbursement (Grant) Transfers, and use 490000 to receive funds for Reimbursement Transfers for Services.**

**Editing and budget checking interunit transfer journals** - Edit but do not budget check TSF journals. Financial Operations will manually match and review your journal and the other department's journal. They will then budget check and post both TSF journals.

**The following must match on both sides of the journals before they can be posted:**

- Journal ID
- Journal Date
- Reference
- PY journal class if prior year

**Affiliate (Business Unit of other Department) must be on all lines of the journal.**

## **Intraunit Transfer Journal Entries (ONL)**

**Correcting transactions originating in accounts payable** – Transactions originating in the Accounts Payable Module must be corrected by doing a journal voucher in Accounts Payable and not an ONL journal in the General Ledger.

**Timing of intraunit transfer journal entries (ONL)** – Departments may enter intraunit transfer journal entries at anytime during the month. Departments also have the first 5 business days of each month to enter intraunit transfer journal entries for the previous month.

**Journal Descriptions** - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/R business unit and document id if applicable.

**Balanced Journal Entries** – All journals must be balanced by fund, deptid, class, program, and project/grant. This means that the debits for each fund, deptid, etc must equal the credits for each fund, deptid, etc. When transferring amounts from one fund to another, one deptid to another, etc., departments must use cash account 100106 to balance intraunit transfer journal entries (ONL).

**Editing and budget checking intraunit transfer journals (ONL)** – Departments must edit and budget check all ONL journal entries in order for the journals to post. All ONL journal entries for the previous month must be edited and budget checked by the 5<sup>th</sup> working day of the current month or they may be deleted by Financial Operations.

## State of Vermont Required Fields

**Note:** Departments may define additional required fields as needed for their own business process.

### Header Page

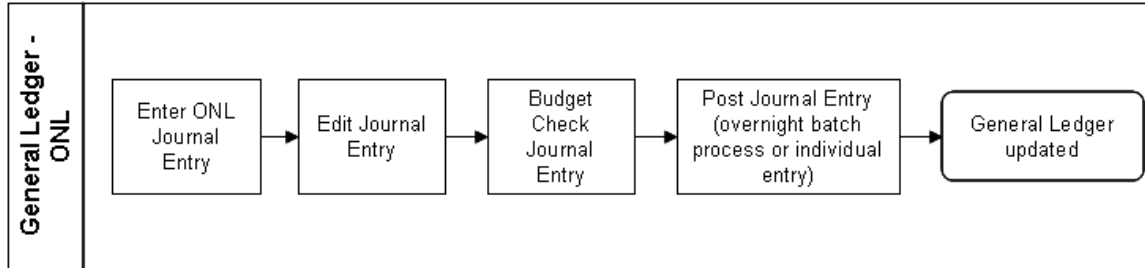
- Long Description
- Ledger Group (defaults as Actuals)
- Source (defaults as ONL)
- Reference Number (for TSF journal entries)
- Journal Class (If journal entry is for a prior fiscal year)
- Transaction Code (defaults as General – accept default)
- Adjusting Entry (Defaults as Non-Adjusting. Should only be changed if entering journals to period 998 at fiscal year end.)
- Period (Defaults based on journal date. Should only be changed if selecting period 998 to record correcting journals at fiscal year end.)

### Lines Page

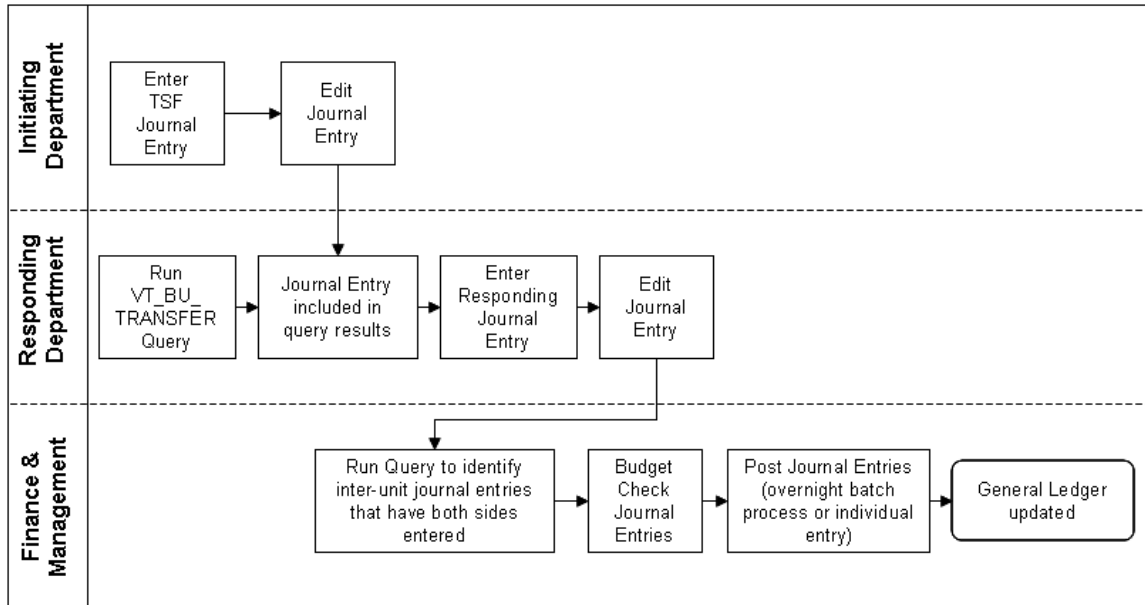
- Unit (defaults in from Header page)
- Account
- Fund
- Dept
- Affiliate (If a TSF journal)
- Amount
- Journal Line Description (defaults based on account code chosen)

# General Ledger Process Flow Chart

## ONL JOURNALS



## TSF JOURNALS





## **ACTUALS Ledger vs the ACCRL/ADJ Ledger**

VISION includes multiple ledgers that are merged together to produce full accrual basis Financial Statements that are in accordance with generally accepted accounting principles as prescribed by the Government Accounting Standards Board. The two ledgers that departments have day-to-day exposure to are the ACTUALS Ledger and the ACCRL/ADJ Ledger.

### **ACTUALS Ledger**

The ACTUALS Ledger is where transactions from sub modules such as, Accounts Payable, Accounts Receivable and Billing, Journal Generate and post to. The Journal Generate process takes the accounting entries from the posted transaction in the sub module and creates a journal entry on the ACTUALS ledger in the General Ledger Module. The journal transaction is recorded in the ACTUALS ledger and the revenue or expenditure commitment control ledger is updated.

### **ACCRL/ADJ Ledger**

The ACCRL/ADJ Ledger is the ledger where capital assets are recorded and depreciated. The Journal Generate process takes the accounting entries from the posted Asset Management module transactions and creates a journal entry on the ACCRL/ADJ ledger in the General Ledger Module. Internal service, enterprise and fiduciary funds also use the ACCRL/ADJ Ledger to record full accrual adjustment entries such as accounts payable, payroll, and compensated absences liabilities, as well as additional receivables at fiscal year end.

Journal entries are entered and processed the same way in each ledger. When adding a journal, departments choose the appropriate ledger on the header page of the journal.

## Enter a Journal (ONL) to Correct an Account

**Possible situations when this function is used:** To correct an account used on a deposit. To correct an account used on a TSF or an ONL journal entry.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. Under 'Journal Entry', 'Create Journal Entries' is selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a help icon.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

### Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

### Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously entered Journal ID, you may change the Journal ID to be the same as the one you are fixing (**Note: journal date must be different than the original journal**)

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

The screenshot shows the 'Header' tab of a journal entry form. The form contains the following fields and values:

Field	Value
Unit	01110
Journal ID	NEXT
Date	09/13/2007
Long Description	
Ledger Group	ACTUALS
Ledger	
Source	ONL
Reference Number	
SJE Type	
Journal Class	
Transaction Code	GENERAL
Auto Generate Lines	<input type="checkbox"/>
Adjusting Entry	Non-Adjusting Entry
Fiscal Year	2008
Period	3
ADB Date	09/13/2007
Save Journal Incomplete Status	<input type="checkbox"/>

Below the fields, there are two links: [Currency Defaults: USD / CRRNT / 1](#) and [Reversal: Do Not Generate Reversal](#). At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Undata/Display'.

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/P or A/R business unit and document id if applicable.

## Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

## Click on the LINES Tab

[New Window](#) | [Customize Page](#) |

[Header](#) | **Lines** | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add:  + - ⌂

Totals		<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <a href="#">Last</a>			
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.00	0.00	<a href="#">N</a>	

Save Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

### Under Lines; Line 1

- **Enter account** - enter account from original transaction that is being corrected
- **Enter Fund** – enter fund from original transaction that is being corrected
- **Enter Deptid** – enter deptid from original transaction that is being corrected
- **Enter Class** – enter class from original transaction that is being corrected
- **Enter Program** – enter program from original transaction that is being corrected
- **Enter Project/Grant** – enter project/grant from original transaction that is being corrected
- **Enter Debit Amount** – enter amount of correction here if amount on original transaction is a credit
- **Enter Credit Amount** – enter amount of correction here if amount on original transaction is a debit

**Click the + sign next to lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/13/2007 'Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

▼ Lines

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		520000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	0.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class Bud Ref Project Affiliate Currency Debit Amount Credit Amount Rate Type Exchange Rate >> B:

				USD		100.00	CRRNT	1.00000000	>>	U
				USD	100.00		CRRNT	1.00000000	>>	U

1 of 1 Last

Budget Status

N

Line 2 is added. All chartfields, except account, from line 1 are defaulted in line 2. The amount in line 2 defaults to balance the journal.

### Under Lines; Line 2

- **Enter account** - enter the new account that you are moving the original transaction to
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

**Click the Save button**

The screenshot shows a web-based financial application interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', and 'Errors'. The 'Lines' tab is active. Below the tabs, the 'Unit' is set to '01110' and the 'Journal ID' is '0000617167'. There are links for 'Template List', 'Search Criteria', and 'Change Values'. A 'Process' button is visible on the right. A 'Microsoft Internet Explorer' dialog box is open in the center, displaying a yellow warning icon and the message 'Journal 0000617167 is saved. (5210,6)'. The dialog has an 'OK' button. Below the dialog, the 'Lines' table is visible with columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, and Class. Two lines are listed: Line 1 with Account 520000 and Line 2 with Account 520005. Below the lines table, there is a 'Lines to add' section with a value of 1. The 'Totals' section shows a summary for Unit 01110 with 2 total lines, total debits of 100.00, and total credits of 100.00. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'. A breadcrumb trail at the very bottom reads 'Header | Lines | Totals | Errors | Approval'.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		520000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		520005	10000	1110003000		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Journal entry has been saved. A Journal ID has been assigned if the journal ID was NEXT when added.

**Click OK**

Follow specific controls in place in your department to edit, budget check and post this journal.

**Enter a Journal (ONL) to Correct an Account is Completed.**

## Enter a Journal (ONL) to Correct a Chartfield other than Account

**Possible situations when this function is used:** To correct a fund, deptid, class, program or project/grant or any combination of these chartfields and an account that are used on any transaction with the exception of transactions originating in the Accounts Payable module. Transactions that originate in the Accounts Payable module must be corrected with a journal voucher in the Accounts Payable module.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' sidebar with a tree structure: General Ledger > Journals > Journal Entry > Create Journal Entries. The 'Create Journal Entries' option is highlighted. The main content area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the screen has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, and Help.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

### Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

### Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously entered Journal ID, it is recommended that you change the Journal ID to be the same as the one you are fixing (**Note: journal date must be different than the original journal**)

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

## Click the ADD button

The screenshot shows the 'Header' tab of a journal entry form. The 'Unit' is 01110, 'Journal ID' is NEXT, and 'Date' is 02/11/2006. The 'Long Description' field is empty. The 'Ledger Group' is set to ACTUALS, 'Ledger' is empty, and 'Source' is ONL. The 'Reference Number' is empty. The 'SJE Type' is set to a dropdown menu. The 'Journal Class' is empty, and the 'Transaction Code' is GENERAL. The 'Auto Generate Lines' checkbox is unchecked. The 'Adjusting Entry' is set to Non-Adjusting Entry. The 'Fiscal Year' is 2006, and the 'Period' is 8. The 'ADB Date' is 02/11/2006. The 'Save Journal Incomplete Status' checkbox is unchecked. At the bottom, there are links for 'Currency Defaults: USD / CRRNT / 1', 'Reversal: Do Not Generate Reversal', and 'Commitment Control'. The bottom bar contains buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/P or A/R business unit and document id if applicable.

## Click on the LINES Tab



[New Window](#) | [Customize Page](#) | [Help](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add:  + - ⌂

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	<a href="#">N</a>	

Save Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

### Under Lines; Line 1

- **Enter account** - enter account from original transaction that is being corrected
- **Enter Fund** – enter fund from original transaction that is being corrected
- **Enter Deptid** – enter deptid from original transaction that is being corrected
- **Enter Class** – enter class from original transaction that is being corrected
- **Enter Program** – enter program from original transaction that is being corrected
- **Enter Project/Grant** – enter project/grant from original transaction that is being corrected
- **Enter Debit Amount** – enter amount of correction here if amount on original transaction is a credit
- **Enter Credit Amount** – enter amount of correction here if amount on original transaction is a debit

**Click the + sign next to the lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/14/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	0.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	B:
				USD		100.00	CRRNT	1.00000000	>>	U
				USD	100.00		CRRNT	1.00000000	>>	U

1 of 1 Last

Budget Status

N

Customize   Find   [Grid Icon]							
>>	Base Currency	Base DR Amount	Base CR Amount	UOM	Budget Date	Reference	Journal Line Description
>>	USD		100.00		02/11/2006		Classified Employees
>>	USD	100.00			02/11/2006		Classified Employees

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2.

### Under Lines; Line 2

- **Enter account** - 100106
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

**Click the + sign next to the lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/14/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000		
<input type="checkbox"/>	3	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	3	0.00	0.00	N	

Save Notify Refresh

Line 3 is added. All chartfields from line 2 are defaulted in line 3 except account.

### Under Lines; Line 3

- **Enter account** - If correcting the account, enter the new account you are changing the original transaction to, otherwise enter account from original transaction
- **Enter Fund** – If correcting fund, enter the new fund you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Deptid** – If correcting deptid, enter the new deptid you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Class** – If correcting class, enter the new class you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Program** – If correcting program, enter the new program you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Project/Grant** – If correcting project/grant, enter the new project/grant you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Debit Amount** – enter amount of correction here if amount on original transaction is a debit
- **Enter Credit Amount** – enter amount of correction here if amount on original transaction is a credit

Click the + sign next to the lines to add box

Unit: 01110 Journal ID: NEXT Date: 09/14/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		500000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000		
<input type="checkbox"/>	3	01110	ACTUALS		500000	10000	1110002000		
<input type="checkbox"/>	4	01110	ACTUALS			10000	1110002000		

Lines to add: 1 + - =

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	4	0.00	0.00	N	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	4	0.00	0.00	N	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	4	0.00	0.00	N	

Budget Status

Line 4 is added. All chartfields from line 3 are defaulted in line 4 except account. The amount in line 4 defaults to balance the journal.

### Under Lines; Line 4

- **Enter account** - 100106
- **Enter Fund** – leave as default from line 3
- **Enter Deptid** – leave as default from line 3
- **Enter Class** – leave as default from line 3
- **Enter Program** – leave as default from line 3

- **Enter Project/Grant** – leave as default from line 3
- **Enter Debit Amount** – leave as default, which balances the journal
- Enter Credit Amount** – leave as default, which balances the journal

Click the Save button

The screenshot shows a financial software interface. At the top, there is a 'Lines' table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, and Class. The table contains four rows of data. Below the 'Lines' table is a 'Totals' table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget. The 'Totals' table shows a total of 4 lines, with total debits and credits both at 200.00. A 'Microsoft Internet Explorer' dialog box is open in the center, displaying a yellow warning icon and the message: 'Journal 0000911933 is saved. (\$210,6)'. Below the dialog box, there is an 'OK' button. At the bottom of the interface, there are buttons for 'Save', 'Notify', and 'Refresh', and a navigation bar with links: 'Header | Lines | Totals | Errors | Approval'.

Journal entry has been saved. A Journal ID has been assigned if the journal ID was NEXT when added.

**Click OK**

Follow specific controls in your department for editing, budget checking and posting the journal.

**Enter a Journal (ONL) to Correct a Chartfield other than Account is Complete.**

# Enter an Initiating Grant Transfer Journal Entry (TSF)

**Situation when this function is used:** One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your department is initiating the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' > 'Journals' > 'Journal Entry' > 'Create Journal Entries' selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value 'b1110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS        ☐ Auto Generate Lines

Ledger:        Adjusting Entry: Non-Adjusting Entry

\*Source: ONL        Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:        ADB Date: 02/11/2006

Journal Class:        ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Save    Notify    Refresh    Add    Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

### Change the Source to TSF

### Enter a Reference Number

- TF followed by the date in format MMDDYY

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/14/2007

Long Description: Journal Descriptions - A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091407      Period: 3

SJE Type:      ADB Date: 09/14/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

**Click on the LINES Tab**

New Window | Customize Page | http

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1      +      -      [icon]

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

### Under Lines; Line 1

- **Enter account** - If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
- **Enter Deptid** – Enter the appropriate deptid
- **Enter Class** – Enter the appropriate class

- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of grant here
- **Enter Credit Amount** – If you are the receiver enter amount of the grant here, if you are the sender leave blank

**Click the + sign next to the Lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/14/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		550500	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	0.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	Base
			01100	USD	100.00		CRRNT	1.00000000	USD
			01100	USD		100.00	CRRNT	1.00000000	USD

1 of 1 Last

get Status

N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

## Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** – leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

## Next to Process choose Edit Journal

The screenshot shows a web-based interface for editing a journal. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit: 01110', 'Journal ID: NEXT', 'Date: 02/11/2006', and '\*Process: Edit Journal'. A 'Process' button is highlighted with a mouse cursor. Below these fields are links for 'Template List', 'Change Values', and 'Inter/IntraUnit'. The main table has columns for 'Select', 'Line', 'Unit', 'Ledger', 'SpeedType', 'Account', 'Fund', 'Dept', 'Program', and 'Class'. There are two lines: Line 1 with account 550500 and Line 2 with account 100105. Below the table, there is a 'Lines to add:' field with a value of 1. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'. A footer bar contains links for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		550500	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	200.00	0.00	N	

## Click the Process Button

New Window | Customize P **Saved**

Unit: 01110      Journal ID: 0000617169      Date: 02/11/2006      \*Process: Edit Journal      Process

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		550500	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1   +   -

Unit	Total Lines
01110	2

**Microsoft Internet Explorer**

Journal 0000617169 is saved. (5210,6)

OK

Total Credits	Journal Status	Budget
100.00	V	

Save   Notify   Refresh

Header | Lines | Totals | Errors | Approval

Journal entry has been saved and edited. A Journal ID has been assigned and the Journal Status is V.

### Click OK

The journal entry is ready to be picked up by the other department on the VT\_BU\_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

## Enter an Initiating Grant Transfer Journal Entry (TSF)

## Enter a Responding Grant Transfer Journal Entry (TSF)

**Situation when this function is used:** One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your business unit has run the VT\_BU\_TRANSFER Query and notice that the other business unit has initiated the transfer.

An example of the VT\_BU\_TRANSFER Query results are shown below. You can find information on how to run this query in this manual.

	A	B	C	D	E	F	G	H	I	J	K
	Unit	Affiliate	Journal ID	Date	Source	Year	Period	Amount	Ref No	Class	Long Descr
1	01260	06140	0000903992	7/5/2007	TSF	2008	1	-108.000	TF070507		Payroll garnishment for F
2	02140	06140	0000904173	7/11/2007	TSF	2008	1	-12799.980	00050407	PY	Vermont Hazmat is payin
3	08100	06140	0000904628	7/12/2007	TSF	2008	1	-45.000	TF071207		AOT paying ANR Evniror
4	01160	06140	0000908892	7/24/2007	TSF	2008	1	-500.000	TF072407		BGS Wtby maint paying
5	01160	06140	0000908890	7/24/2007	TSF	2008	1	-70.000	TF072407	PY	BGS maint paying EC W
6	01160	06140	0000908890	7/24/2007	TSF	2008	1	-70.000	TF072407	PY	BGS maint paying EC W
7	01160	06140	0000908890	7/24/2007	TSF	2008	1	-58.580	TF072407	PY	BGS maint paying EC W
8	01160	06140	0000908876	7/24/2007	TSF	2008	1	-99.000	TF072407	PY	BGS Rutland,Burl,St J&\
9	01160	06140	0000908876	7/24/2007	TSF	2008	1	-105.050	TF072407	PY	BGS Rutland,Burl,St J&\
10	01160	06140	0000908876	7/24/2007	TSF	2008	1	-95.700	TF072407	PY	BGS Rutland,Burl,St J&\
11	01160	06140	0000908876	7/24/2007	TSF	2008	1	-70.400	TF072407	PY	BGS Rutland,Burl,St J&\
12	01160	06140	0000908879	7/24/2007	TSF	2008	1	-236.000	TF072407	PY	BGS Wtby maint paying
13	06130	06140	0000909323	7/25/2007	TSF	2008	1	-105.000	TF072507		FPR TO PAY DEC-WAT
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. Under 'Journal Entry', 'Create Journal Entries' is selected, with sub-options like 'Copy Journals', 'Standard Journals', 'Import Journals', etc. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

### Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

### Enter Journal ID

- Enter the Journal ID from the VT\_BU\_TRANSFER Query

### Enter Journal Date

- Enter the Journal Date from the VT\_BU\_TRANSFER Query

### Click the ADD button

[New Window](#) | [Customize Page](#) | [http](#)

---

**Header** | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000510000      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS       ☐ Auto Generate Lines

Ledger:        Adjusting Entry: Non-Adjusting Entry

\*Source: ONL       Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:        ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

### Change the Source to TSF

#### Enter a Reference Number

- Enter the Reference Number from the VT\_BU\_TRANSFER Query

#### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/14/2007

Long Description: Journal Descriptions - A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091407      Period: 3

SJE Type:      ADB Date: 09/14/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

## Click on the LINES Tab

New Window | Customize Page | http

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: 0000510000      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1      +      -     

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
- **Enter Deptid** – Enter the appropriate deptid



- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department from the VT\_BU\_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of grant here
- **Enter Credit Amount** – If you are the receiver enter amount of the grant here, if you are the sender leave blank

**Click the + sign next to the lines to add box**

The screenshot shows a financial system interface with the following components:

- Header:** Unit: 01110, Journal ID: NEXT, Date: 09/15/2007, Process: Edit Journal (dropdown), Process (button).
- Buttons:** Template List, Change Values, Inter/IntraUnit.
- Lines Table:**

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		495000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			21500	1110003000		
- Lines to add:** 1 (+) (-) (grid icon)
- Totals Table:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	
- Buttons:** Save, Notify, Refresh.
- Navigation:** Header | Lines | Totals | Errors | Approval.

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

### Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

**Next to Process: use drop down and choose Edit Journal**

[New Window](#) | [Customize Page](#) | [Help](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000510000      Date: 02/11/2006      \*Process: Edit Journal Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		495000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	21500	1110003000		

Lines to add:  + - ⌂

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	200.00	<a href="#">N</a>	

Save Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

**Click the Process Button**

New Window | Customize P **Saved**

Unit: 01110      Journal ID: 0000510000      Date: 02/11/2006      \*Process: Edit Journal      Process

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		495000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	21500	1110003000		

Lines to add: 1   +   -

Unit	Total Lines	Total Credits	Journal Status	Budget
01110	2	100.00	V	

Save   Notify   Refresh

Header | Lines | Totals | Errors | Approval

Journal entry has been saved and edited.

The Journal Status is V.

**Click OK**

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

### Enter a Responding Grant Transfer Journal Entry (TSF)

# Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

**Situation when this function is used:** One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. **(Also known as a refund of expenditure.)** If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' > 'Journals' > 'Journal Entry' > 'Create Journal Entries' selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, and Sign out.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Save    Modify    Default    Add    Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

## Change the Source to TSF

### Enter a Reference Number

- TF followed by the date in format MMDDYY

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Unit: 01110 Journal ID: NEXT Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS ☐ Auto Generate Lines

Ledger:  Adjusting Entry: Non-Adjusting Entry

\*Source: TSF Fiscal Year: 2008

Reference Number: TF091507 Period: 3

SJE Type:  ADB Date: 09/15/2007

Journal Class:  ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

Save Notify Refresh Add Update/Display

Click on the LINES Tab

New Window | Customize Page | http

Unit: 01110 Journal ID: NEXT Date: 02/11/2006 \*Process: Edit Journal Process

[Template List](#) [Change Values](#) [Inter/IntraUnit](#)

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1 + -

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

### Under Lines; Line 1

- **Enter account** - If you are the receiver use the account that was used on the original payment of the bill. If it is a prior year refund of expenditure (PY), see [VISION Procedure #7](#) for information on what

account to use. If you are the sender use the appropriate expenditure account.

- **Enter Fund** – If you are the receiver use the fund that was used on the original payment of the bill, If you are the sender use the appropriate fund for the expenditure
- **Enter Deptid** – If you are the receiver use the deptid that was used on the original payment of the bill, If you are the sender use the appropriate deptid for the expenditure
- **Enter Class** – If you are the receiver use the class that was used on the original payment of the bill, If you are the sender use the appropriate class for the expenditure
- **Enter Program** – If you are the receiver use the program that was used on the original payment of the bill, If you are the sender use the appropriate program for the expenditure
- **Enter Project/Grant** – If you are the receiver use the project/grant that was used on the original payment of the bill, If you are the sender use the appropriate project/grant for the expenditure
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

**Click the + sign next to lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 'Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		519000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	B:
			01100	USD	100.00		CRRNT	1.00000000	>>	U
			01100	USD		100.00	CRRNT	1.00000000	>>	U

1 of 1 Last  
 Budget Status  
 N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

### Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal



## Next to Process choose Edit Journal

[New Window](#) | [Customize Page](#) | [help](#)

[Leader](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal ID: NEXT Date: 02/11/2006 \*Process: Edit Journal **Process**

[Template List](#) | [Change Values](#) | [Inter/IntraUnit](#)

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		519000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1 + -

Journal ID	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
110	2	200.00	0.00	N	N

Save | Notify | Refresh

[Leader](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

## Click the Process Button

[New Window](#) | [Customize Page](#) | [Saved](#)

[Leader](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal ID: 0000617172 Date: 02/11/2006 \*Process: Edit Journal **Process**

[Template List](#) | [Search Criteria](#) | [Change Values](#) | [Inter/IntraUnit](#) | ☐ Errors Only | Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		519000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1 + -

Journal ID	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
110	2		100.00	V	N

Save | Notify | Refresh

[Leader](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal entry has been saved and edited. A Journal ID has been assigned and the Journal status is V.

## Click OK

The journal entry is ready to be picked up by the other department on the VT\_BU\_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

**Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete**

## Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

**Situation when this function is used:** One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. Your department has run the VT\_BU\_TRANSFER Query and notice that the other department has initiated the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. Under 'Journal Entry', 'Create Journal Entries' is selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

### Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

### Enter Journal ID

- Enter the journal ID from the VT\_BU\_TRANSFER Query

### Enter Journal Date

- enter the journal date from the VT\_BU\_TRANSFER Query

## Click the ADD button

The screenshot shows a web application interface for entering a journal entry. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is selected. Below the tabs, the following fields are visible:

- Unit: 01110
- Journal ID: 0000530000
- Date: 02/12/2006
- Long Description: (empty text box)
- \*Ledger Group: ACTUALS (dropdown menu)
- Ledger: (empty text box)
- \*Source: ONL (dropdown menu)
- Reference Number: (empty text box)
- SJE Type: (empty dropdown menu)
- Journal Class: (empty text box)
- Transaction Code: GENERAL (dropdown menu)
- Auto Generate Lines: (unchecked checkbox)
- Adjusting Entry: Non-Adjusting Entry (dropdown menu)
- Fiscal Year: 2006
- Period: 8 (dropdown menu)
- ADB Date: 02/12/2006
- Save Journal Incomplete Status: (unchecked checkbox)

At the bottom, there are three links: [Currency Defaults: USD / CRRNT / 1](#), [Reversal: Do Not Generate Reversal](#), and [Commitment Control](#).

The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

## Change the Source to TSF

### Enter a Reference Number

- Enter the Reference Number from the VT\_BU\_TRANSFER Query

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

---

**Header**   [Lines](#)   [Totals](#)   [Errors](#)   [Approval](#)

**Unit:** 01110      **Journal ID:** NEXT      **Date:** 09/15/2007

**Long Description:** A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

**\*Ledger Group:** ACTUALS      ☐ **Auto Generate Lines**

**Ledger:**       **Adjusting Entry:** Non-Adjusting Entry

**\*Source:** TSF      **Fiscal Year:** 2008

**Reference Number:** TF091507      **Period:** 3

**SJE Type:**       **ADB Date:** 09/15/2007

**Journal Class:**       ☐ **Save Journal Incomplete Status**

**Transaction Code:** GENERAL

[Currency Defaults: USD / CRRNT / 1](#)

## Click on the LINES Tab

[New Window](#) | [Customize Page](#) | [http](#)

---

**Header**   **Lines**   [Totals](#)   [Errors](#)   [Approval](#)

**Unit:** 01110      **Journal ID:** 0000530000      **Date:** 02/12/2006      **\*Process:** Edit Journal      **Process**

[Template List](#)      [Change Values](#)      **Inter/IntraUnit**

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

**Lines to add:** 1    +    -   

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

[Save](#)   [Notify](#)   [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the receiver use the account that was used on the original payment of the bill, If you are the sender use the appropriate expenditure account

- **Enter Fund** – If you are the receiver use the fund that was used on the original payment of the bill, If you are the sender use the appropriate fund for the expenditure
- **Enter Deptid** – If you are the receiver use the deptid that was used on the original payment of the bill, If you are the sender use the appropriate deptid for the expenditure
- **Enter Class** – If you are the receiver use the class that was used on the original payment of the bill, If you are the sender use the appropriate class for the expenditure
- **Enter Program** – If you are the receiver use the program that was used on the original payment of the bill, If you are the sender use the appropriate program for the expenditure
- **Enter Project/Grant** – If you are the receiver use the project/grant that was used on the original payment of the bill, If you are the sender use the appropriate project/grant for the expenditure
- **Enter Affiliate** – Enter Business Unit of department from the VT\_BU\_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

**Click the + sign next to the lines to add box**

The screenshot shows a financial system interface with the following components:

- Tabs:** Header, Lines (active), Totals, Errors, Approval.
- Form Fields:**
  - Unit: 01110
  - Journal ID: NEXT
  - Date: 09/15/2007
  - Process: Edit Journal (dropdown), Process (button)
  - Template List (link), Change Values (link), Inter/IntraUnit (button)
- Lines Table:**

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		519000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		
- Lines to add:** 1 (with +, -, and calculator icons)
- Totals Table:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	
- Buttons:** Save, Notify, Refresh.
- Footer:** Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	Base
			01100	USD		100.00	CRRNT	1.00000000	>>	USD
			01100	USD	100.00		CRRNT	1.00000000	>>	USD

1 of 1 Last  
Budget Status  
N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

### Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

**Next to Process choose Edit Journal**

New Window | Customize Page |

Unit: 01110      Journal ID: 0000530000      Date: 02/12/2006      \*Process: Edit Journal      **Process**

[Template List](#)      [Change Values](#)      [Inter/IntraUnit](#)

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		519000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	200.00	N	

Save    Notify    Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

## Click the Process Button

New Window | Customize P **Saved** |

Unit: 01110      Journal ID: 0000530000      Date: 02/12/2006      \*Process: Edit Journal      **Process**

[Template List](#)    [Search Criteria](#)    [Change Values](#)    [Inter/IntraUnit](#)    ☐ Errors Only    Line:

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1				519000	10000	1110003000		
<input type="checkbox"/>	2				100105	10000	1110003000		

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	V	

Save    Notify    Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal entry has been saved and edited. Journal Status is V.

## Click OK

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

**Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete.**



# Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF)

**Situation when this function is used:** One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your department is initiating the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' > 'Journal Entry' > 'Create Journal Entries'. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a printer icon.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Save    Notify    Refresh    Add    Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

## Change the Source to TSF

### Enter a Reference Number

- TF followed by the date in format MMDDYY

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091507      Period: 3

SJE Type:      ADB Date: 09/15/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Save    Notify    Refresh    Add    Update/Display

## Click on the LINES Tab

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      [Inter/IntraUnit](#)

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1    +    -    =

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save    Notify    Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the receiver use account 490000, If you are the sender use the appropriate expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the expenditure
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

**Click the + sign next to the lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		507600	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	Budget Status
			01100	USD	100.00		CRRNT	1.00000000	N
			01100	USD		100.00	CRRNT	1.00000000	N

1 of 1 Last

Budget Status

N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

## Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

## Next to Process choose Edit Journal

The screenshot shows a web-based interface for editing a journal. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit: 01110', 'Journal ID: NEXT', 'Date: 02/11/2006', and '\*Process: Edit Journal'. A 'Process' button is highlighted with a mouse cursor. Below these fields are links for 'Template List', 'Change Values', and 'Inter/IntraUnit'. The main section is titled 'Lines' and contains a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Dept, Program, and Class. There are two lines of data: Line 1 with account 507600 and Line 2 with account 100105. Below the table, there is a 'Lines to add:' field with a value of 1. At the bottom, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget. The totals show 2 lines, 200.00 in debits, and 0.00 in credits. At the very bottom, there are buttons for 'Save', 'Notify', and 'Refresh'.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		507600	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	200.00	0.00	N	

## Click the Process Button

New Window | Customize P **Saved**

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000617168      Date: 02/11/2006      \*Process: Edit Journal      **Process**

[Template List](#)   [Search Criteria](#)   [Change Values](#)   **Inter/IntraUnit**   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		507600	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1   **+**   **-**

Unit	Total Lines
01110	2

**Microsoft Internet Explorer**

Journal 0000617168 is saved. (5210,6)

**OK**

Total Credits	Journal Status	Budget
100.00	<a href="#">V</a>	

**Save**   **Notify**   **Refresh**

Journal entry has been saved and edited. A Journal ID has been assigned and the Journal Status is V.

### Click OK

The journal entry is ready to be picked up by the other department on the VT\_BU\_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

## Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete.

## Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF)

**Situation when this function is used:** One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your business unit has run the VT\_BU\_TRANSFER Query and has seen that the other business unit has initiated the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. Under 'Journal Entry', 'Create Journal Entries' is selected. The main area is titled 'Create Journal Entry' and contains two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a help icon.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

### Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

### Enter Journal ID

- Enter the Journal ID from the VT\_BU\_TRANSFER Query

### Enter Journal Date

- Enter the Journal Date from the VT\_BU\_TRANSFER Query

## Click the ADD button

Unit: 01110      Journal ID: 0000500000      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

## Change the Source to TSF

### Enter a Reference Number

- Enter the Reference Number from the VT\_BU\_TRANSFER Query

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091507      Period: 3

SJE Type:      ADB Date: 09/15/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

## Click on the LINES Tab

New Window | Customize Page | help

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: 0000500000      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1      +      -     

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the receiver use account 490000, If you are the sender use the appropriate expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the expenditure
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department from the VT\_BU\_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

**Click the + sign next to the lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		490000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			21500	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		490000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			21500	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

## Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

## Next to Process choose Edit Journal

Unit: 01110 Journal ID: 0000500000 Date: 02/11/2006 \*Process: Edit Journal Process

[Template List](#) [Change Values](#) [Inter/IntraUnit](#)

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		490000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	21500	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	200.00	N	

Save Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

## Click the Process Button

New Window | Customize P **Saved**

Unit: 01110      Journal ID: 0000500000      Date: 02/11/2006      \*Process: Edit Journal      Process

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		490000	21500	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	21500	1110003000		

Lines to add: 1   +   -

Unit	Total Lines	Total Credits	Journal Status	Budget
01110	2	100.00	V	

Save   Notify   Refresh

Header | Lines | Totals | Errors | Approval

Journal entry has been saved and edited.

The journal status is V.

**Click OK**

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

**Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete.**

# Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

**Situation when this function is used:** One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units, but is not set up as a vendor in the accounts payable module. Your department is initiating the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' > 'Journals' > 'Journal Entry' > 'Create Journal Entries' selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Save    Notify    Refresh    Add    Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

## Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

## Change the Source to TSF

## Enter a Reference Number

- TF followed by the date in format MMDDYY

## Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091507      Period: 3

SJE Type:      ADB Date: 09/15/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

## Click on the LINES Tab

New Window | Customize Page | help

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1      +      -     

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the receiver use the appropriate revenue account, If you are the sender use the appropriate expenditure account
- **Enter Fund** – Enter the appropriate fund
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of payment here
- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

Click the + sign next to the lines to add box

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		520110	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	1.000000

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Process

Program	Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate
				02140	USD	100.00		CRRNT	1.000000
				02140	USD		100.00	CRRNT	1.000000

First 1 of 1 Last

Budget Status

N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.



## Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

## Next to Process choose Edit Journal

Unit: 01110 Journal ID: NEXT Date: 02/11/2006 \*Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		520110	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	200.00	0.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

## Click the Process Button

[New Window](#) | [Customize Page](#) | [Help](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000617170      Date: 02/11/2006      \*Process: [Edit Journal](#)      [Process](#)

[Template List](#)   [Search Criteria](#)   [Change Values](#)   [Inter/IntraUnit](#)   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		520110	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1   [+](#)   [-](#)   [Grid](#)

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	<a href="#">V</a>	

[Save](#)   [Notify](#)   [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal entry has been saved and edited.

A Journal ID has been assigned.

**Click OK**

The journal entry is ready to be picked up by the other department on the VT\_BU\_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

**Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete.**

# Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

**Situation when this function is used:** One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units, but is not set up as a vendor in the accounts payable module. Your business unit has run the VT\_BU\_TRANSFER Query and seen that the other business unit has initiated the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. Under 'Journal Entry', 'Create Journal Entries' is selected, with sub-options like 'Copy Journals', 'Standard Journals', 'Import Journals', 'Subsystem Journals', 'Process Journals', and 'Suspense Correction'. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- Enter the Journal ID from the VT\_BU\_TRANSFER Query

## Enter Journal Date

- Enter the Journal Date from the VT\_BU\_TRANSFER Query

## Click the ADD button

[New Window](#) | [Customize Page](#) | [http](#)

**Header** | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000520000      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS        ☐ Auto Generate Lines

Ledger:        Adjusting Entry: Non-Adjusting Entry

\*Source: ONL        Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:        ADB Date: 02/11/2006

Journal Class:        ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

### Change the Source to TSF

### Enter a Reference Number

- Enter the Reference Number from the VT\_BU\_TRANSFER Query

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091507      Period: 3

SJE Type:      ADB Date: 09/15/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

## Click on the LINES Tab

New Window | Customize Page | help

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: 0000520000      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add: 1      +      -     

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the receiver use the appropriate revenue account, If you are the sender use the appropriate expenditure account
- **Enter Fund** – Enter the appropriate fund
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department from the VT\_BU\_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of payment here
- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

Click the + sign next to the lines to add box

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		407545	21970	1110002000		
<input type="checkbox"/>	2	01110	ACTUALS			21970	1110002000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	Base
			01100	USD		100.00	CRRNT	1.00000000	>>	USD
			01100	USD	100.00		CRRNT	1.00000000	>>	USD

1 of 1 Last  
get Status  
N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

## Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

## Next to Process choose Edit Journal

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007      'Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		407545	21970	1110002000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	21970	1110002000		

Lines to add: 1      +      -      [icon]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

## Click the Process Button

Unit: 01110 Journal ID: 0000926911 Date: 09/15/2007 Process: Edit Journal Process

Template List Search Criteria Change Value Inter/Intra Unit Error Only Line: 10

Select	Line	Unit	Ledger	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS	1110002000		
<input type="checkbox"/>	2	01110	ACTUALS	1110002000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	<a href="#">V</a>	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Journal entry has been saved and edited. A Journal ID has been assigned.

**Click OK**

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

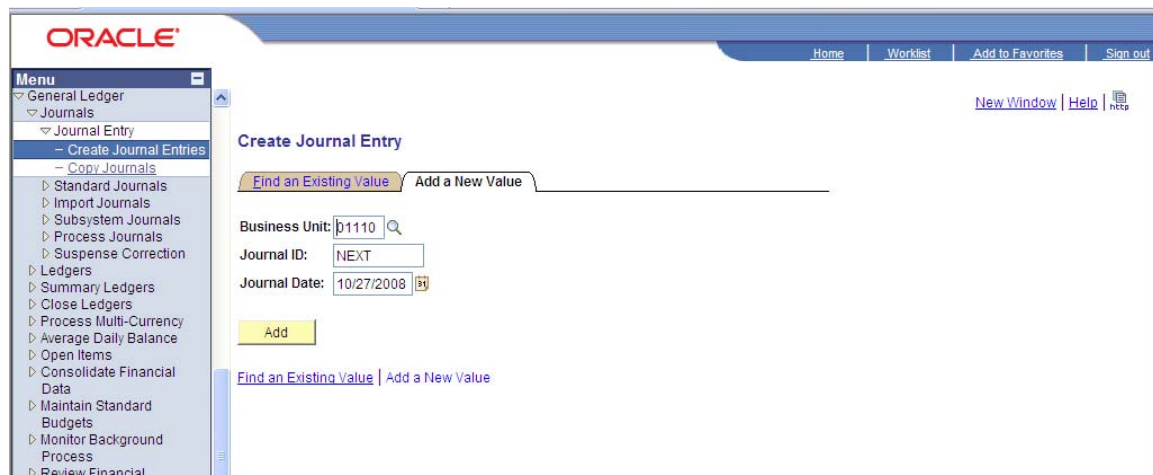
**Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete.**



# Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year

**Situation when this function is used:** When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Buttons: Save, Modify, Default, Add, Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

### Change the Source to TSF

### Enter a Reference Number

- TF followed by the date in format MMDDYY

### Enter Journal Class

- PY

Header		Lines	Totals	Errors	Approval
Unit:	01110	Journal ID:	NEXT	Date:	09/15/2007
Long Description:	A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period				
Ledger Group:	ACTUALS	<input type="checkbox"/> Auto Generate Lines			
Ledger:		Adjusting Entry:	Non-Adjusting Entry		
Source:	TSF	Fiscal Year:	2008		
Reference Number:	TF091507	Period:	3		
SJE Type:		ADB Date:	09/15/2007		
Journal Class:	PY	<input type="checkbox"/> Save Journal Incomplete Status			
Transaction Code:	GENERAL				
<a href="#">Currency Defaults: USD / CRRNT / 1</a> <a href="#">Reversal: Do Not Generate Reversal</a> <a href="#">Commitment Control</a>					

Finish the journal entry per previous instructions for each TSF scenario.

**Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year is Complete.**

# Enter a Responding Prior Year Interunit Journal Entry (TSF)

**Situation when this function is used:** When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. 'Journal Entry' is further expanded to show 'Create Journal Entries' and 'Copy Journals'. The main area is titled 'Create Journal Entry' and contains two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '011110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- Enter the Journal ID from the VT\_BU\_TRANSFER Query

## Enter Journal Date

- Enter the Journal Date from the VT\_BU\_TRANSFER Query

## Click the ADD button

Unit: 01110      Journal ID: 0000520000      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:      Period: 8

SJE Type:      ADB Date: 02/11/2006

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

The Header Page loads with the entered journal ID. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

### Change the Source to TSF

### Enter a Reference Number

- Enter the Reference Number from the VT\_BU\_TRANSFER Query

### Enter Journal Class

- PY

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091507      Period: 3

SJE Type:      ADB Date: 09/15/2007

Journal Class: PY      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Finish the journal entry per previous instructions for each TSF scenario

New Window | Customize Page | http

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: 0000520000      Date: 02/11/2006      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		407545	21970			
<input type="checkbox"/>	2	01110	ACTUALS		407545	21970			

Lines to add: 1      +      -      [ ]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	0.00	200.00	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

**Enter a Responding Prior Year Interunit Journal Entry (TSF) is Complete.**

# Enter an Initiating Transfer of Receipt Journal Entry (TSF)

**Situation when this function is used:** One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department is initiating the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle VISION web interface for creating a journal entry. The left-hand menu is expanded to 'Create Journal Entries'. The main content area is titled 'Create Journal Entry' and features two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs, there are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. A yellow 'Add' button is positioned below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page includes the Oracle logo and navigation links like Home, Worklist, Add to Favorites, and Sign out.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT

## Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006

Long Description:

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/11/2006

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Save    Notify    Refresh    Add    Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

### Change the Source to TSF

### Enter a Reference Number

- TF followed by the date in format MMDDYY

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007

Long Description: A detailed description of the transfer must be entered on the header panel of the journal. Included in this description must be what the transfer is, the time period

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: TSF      Fiscal Year: 2008

Reference Number: TF091507      Period: 3

SJE Type:      ADB Date: 09/15/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

## Click on the LINES Tab

New Window | Customize Page |

Header | **Lines** | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal     

[Template List](#)      [Change Values](#)     

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add:

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	<a href="#">N</a>	

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

## Under Lines; Line 1

- **Enter account** - If you are the sender use the revenue account that was used on the original deposit, If you are the sender use the appropriate revenue account for the receipt

- **Enter Fund** – If you are the sender use the fund that was used on the original deposit, If you are the receiver use the appropriate fund for the receipt
- **Enter Deptid** – If you are the sender use the deptid that was used on the original deposit, If you are the receiver use the appropriate deptid for the receipt
- **Enter Class** – If you are the sender use the class that was used on the original deposit, If you are the receiver use the appropriate class for the receipt
- **Enter Program** – If you are the sender use the program that was used on the deposit, If you are the receiver use the appropriate program for the receipt
- **Enter Project/Grant** – If you are the sender use the project/grant that was used on the original deposit, If you are the receiver use the appropriate project/grant for the receipt
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of the receipt here
- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

**Click the + sign next to the lines to add box**

Unit: 01110      Journal ID: NEXT      Date: 09/15/2007      Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		415000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add:  + - grid

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save      Notify      Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	Bas
			01100	USD	100.00		CRRNT	1.00000000	>>	USD
			01100	USD		100.00	CRRNT	1.00000000	>>	USD

1 of 1 Last

udget Status

N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

### Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

**Next to Process choose Edit Journal**

New Window | Customize Page | http

Unit: 01110      Journal ID: NEXT      Date: 02/11/2006      \*Process: Edit Journal      **Process**

[Template List](#)      [Change Values](#)      [Inter/IntraUnit](#)

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		415000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1    +    -   

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	200.00	0.00	N	

**Save**    **Notify**    **Refresh**

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

## Click the Process Button

New Window | Customize P **Saved**

Unit: 01110      Journal ID: 0000617171      Date: 02/11/2006      \*Process: Edit Journal      **Process**

[Template List](#)    [Search Criteria](#)    [Change Values](#)    [Inter/IntraUnit](#)    ☐ Errors Only    Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		415000	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1    +    -   

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2		100.00	V	

**Save**    **Notify**    **Refresh**

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

**Microsoft Internet Explorer**

Journal 0000617171 is saved. (5210,6)

**OK**

Journal entry has been saved and edited. A Journal ID has been assigned.

## Click OK

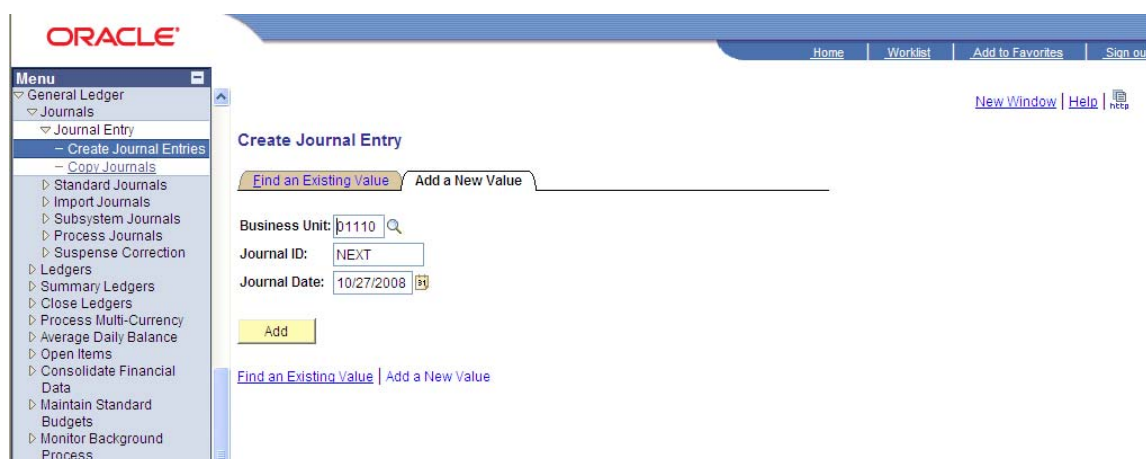
The journal entry is ready to be picked up by the other department on the VT\_BU\_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

## Enter an Initiating Transfer of Receipt Journal Entry (TSF) is Complete.

## Enter a Responding Transfer of Receipt Journal Entry (TSF)

**Situation when this function is used:** One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department has run the VT\_BU\_TRANSFER Query and seen that the other department has initiated the transfer.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' > 'Journal Entry' > 'Create Journal Entries' selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is a yellow 'Add' button below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, and Sign out.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

### Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

### Enter Journal ID

- Enter Journal ID from VT\_BU\_TRANSFER Query

### Enter Journal Date

- Enter Journal Date from the VT\_BU\_TRANSFER Query

### Click the ADD button

[New Window](#) | [Customize Page](#) | [http](#)

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**Header** | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000550000      Date: 02/12/2006

Long Description:

\*Ledger Group: ACTUALS       ☐ Auto Generate Lines

Ledger:        Adjusting Entry: Non-Adjusting Entry

\*Source: ONL       Fiscal Year: 2006

Reference Number:       Period: 8

SJE Type:       ADB Date: 02/12/2006

Journal Class:        ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- Include detailed description of what the transfer is doing including receipt, where the receipt came from and deposit id and date from original deposit.

### Change the Source to TSF

### Enter a Reference Number

- Enter the Reference Number from the VT\_BU\_TRANSFER Query

### Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

### Click on the LINES Tab

[New Window](#) | [Customize Page](#) | [Help](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000550000      Date: 02/12/2006      \*Process: Edit Journal Process

[Template List](#)      [Change Values](#)      Inter/IntraUnit

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS						

Lines to add:  + - ⌂

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	1	0.000	0.000	<a href="#">N</a>	

Save Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

### Under Lines; Line 1

- **Enter account** - If you are the sender use the revenue account that was used on the original deposit, If you are the receiver use the appropriate revenue account for the receipt
- **Enter Fund** – If you are the sender use the fund that was used on the original deposit, If you are the receiver use the appropriate fund for the receipt
- **Enter Deptid** – If you are the sender use the deptid that was used on the original deposit, If you are the receiver use the appropriate deptid for the receipt
- **Enter Class** – If you are the sender use the class that was used on the original deposit, If you are the receiver use the appropriate class for the receipt
- **Enter Program** – If you are the sender use the program that was used on the deposit, If you are the receiver use the appropriate program for the receipt
- **Enter Project/Grant** – If you are the sender use the project/grant that was used on the original deposit, If you are the receiver use the appropriate project/grant for the receipt
- **Enter Affiliate** – Enter Business Unit of department from the VT\_BU\_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of the receipt here

- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

**Click the + sign next to the lines to add box**

Unit: 01110 Journal ID: NEXT Date: 09/15/2007 'Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		462500	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS			10000	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	N	

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Class	Bud Ref	Project	Affiliate	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	B:
			01100	USD		100.00	CRRNT	1.00000000	>>	U
			01100	USD	100.00		CRRNT	1.00000000	>>	U

1 of 1 Last

Budget Status N

Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

### Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1



- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

## Next to Process choose Edit Journal

The screenshot shows a financial software interface with the following elements:

- Header Section:**
  - Unit: 01110
  - Journal ID: 0000550000
  - Date: 02/12/2006
  - \*Process: Edit Journal (dropdown menu)
  - Process** (button)
- Navigation Tabs:** Header, Lines, Totals, Errors, Approval.
- Buttons:** Template List, Change Values, Inter/IntraUnit.
- Lines Table:**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		462500	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		
- Totals Section:**
  - Unit: 01110
  - Total Lines: 2
  - Total Debits: 0.00
  - Total Credits: 200.00
  - Journal Status: N
  - Budget: 1
- Footer:**
  - Buttons: Save, Notify, Refresh
  - Navigation: Header | Lines | Totals | Errors | Approval

## Click the Process Button

New Window | Customize P **Saved**

Unit: 01110      Journal ID: 0000550000      Date: 02/12/2006      \*Process: Edit Journal      Process

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		462500	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100105	10000	1110003000		

Lines to add: 1

Unit	Total Lines
01110	2

Save   Notify   Refresh

Header | Lines | Totals | Errors | Approval

Microsoft Internet Explorer

Journal 0000550000 is saved. (5210,6)

OK

Customize | Find | View All | First

Total Credits	Journal Status	Budget
100.00	V	

Journal entry has been saved and edited. Journal status is V.

### Click OK

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

**Enter a Responding Transfer of Receipt Journal Entry (TSF) is Complete.**

# Enter an Intraunit Transfer Journal Entry (ONL) to Period 998

**Situation when this function is used:** Period 998 is the adjustment period used at year-end to record transfers and corrections to the year ending books after June 30.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' > 'Journals' > 'Journal Entry' > 'Create Journal Entries' selected. The main area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a printer icon.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously enter Journal ID, you may change the Journal ID to be the same as the one you are fixing (**Note: journal date must be different than the original journal**)

## Enter Journal Date

- June 30, (year just ended)

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 06/30/2007

Long Description:

Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:       Adjusting Entry: Non-Adjusting Entry

Source: ONL      Fiscal Year: 2007

Reference Number:       Period: 12

SJE Type:       ADB Date: 06/30/2007

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Save    Notify    Refresh    Add    Update/Display

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- Include detailed description of what the transfer is doing.
- Include dates and document ID's (Deposit ID's, Journal ID's etc) of the transactions that are being corrected.

### Change Adjusting Entry

- Use drop down and choose Adjusting Entry

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 06/30/2007

Long Description: include detailed description of what the transfer is doing  
include dates and document ID's (deposit ID's, journal ID's, etc.) of the

Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Adjusting Entry

Source: ONL      Fiscal Year: 2007

Reference Number:      Period: 998

SJE Type:      ADB Date: 06/30/2007

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)  
[Reversal: Do Not Generate Reversal](#)

Save    Notify    Refresh    Add    Update/Display

The Fiscal Year will be the fiscal year just ended and the Period will change to 998.

You may now go to the lines page to finish your journal. Your journal will be available to post to period 998 once the lines have been entered and it has been edited and budget checked.

**Enter an Intraunit Transfer Journal Entry (ONL) to Period 998 is Complete.**

# Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger – Internal Service Funds and Enterprise Funds and Fiduciary Funds Only

**Situations when this function is used:** Entries are made to the ACCRL/ADJ ledger by Internal Service Funds, Enterprise Funds, and Fiduciary Funds to record accrual entries at year-end and sometimes during the year.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

The screenshot shows the Oracle General Ledger interface. On the left is a navigation menu with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. Under 'Journal Entry', 'Create Journal Entries' is selected. The main content area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the screen has the Oracle logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

## Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

## Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously entered Journal ID, you may change the Journal ID to be the same as the one you are fixing (**Note: journal date must be different than the original journal**)

## Enter Journal Date

- Should be June 30<sup>th</sup> date and then reversed on July 1<sup>st</sup>.

## Click the ADD button

Header | Lines | Totals | Errors | Approval

Unit: 01110      Journal ID: NEXT      Date: 06/30/2007

Long Description:

\*Ledger Group: ACTUALS  ☐ Auto Generate Lines

Ledger:  ☐ Adjusting Entry: Non-Adjusting Entry

\*Source: ONL  ☐ Fiscal Year: 2007

Reference Number:  ☐ Period: 12

SJE Type:  ADB Date: 06/30/2007

Journal Class:  ☐ Save Journal Incomplete Status ☐

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

### Enter a Long Description

- include detailed description of what the entry is doing
- include dates and document ID's where applicable

### Ledger Group

- Use drop down and choose ACCRL/ADJ

### Adjusting Entry

- Leave as non-adjusting entry or click on drop down and choose adjusting entry to post to period 998 if journal is a year end adjusting journal entry.

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110      Journal ID: NEXT      Date: 11/03/2008

Long Description:

\*Ledger Group:       ☐ Auto Generate Lines

Ledger:       Adjusting Entry:

\*Source:       Fiscal Year: 2009

Reference Number:       Period:

SJE Type:       ADB Date:

Journal Class:       ☐ Save Journal Incomplete Status

Transaction Code:

[Currency Defaults: USD / CRRNT / 1](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

You may now go to the lines page to finish your journal.

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110      Journal ID: NEXT      Date: 11/03/2008      \*Process:

[Template List](#)      [Change Values](#)      [Inter/IntraUnit](#)

**▼ Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Affiliate
<input type="checkbox"/>	1	01110	ACCRL/ADJ		172401	59300	1115001000				
<input type="checkbox"/>	2	01110	ACCRL/ADJ		172509	59300	1115001000				
<input type="checkbox"/>	3	01110	ACCRL/ADJ		480000	59300	1115001000				
<input type="checkbox"/>	4	01110	ACCRL/ADJ		523680	59300	1115001000				

Lines to add:

**▼ Totals**      [Customize](#) | [Find](#) | [View All](#) |      First  Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
01110	4	31,140.00	31,140.00	<a href="#">N</a>

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Click on the Process button next to Edit Journal



**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | **Saved**

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110    Journal ID: 0001065219    Date: 11/03/2008    \*Process: **Edit Journal** | **Process**

[Template List](#) | [Search Criteria](#) | [Change Values](#) | **Inter/IntraUnit**    ☐ Errors Only    Line: 10

**▼ Lines**

Select	Line	*Unit	*Ledger	SpeedType	Program	Class	Project	Affiliate
<input type="checkbox"/>	1	01110	ACCRL/ADJ					
<input type="checkbox"/>	2	01110	ACCRL/ADJ					
<input type="checkbox"/>	3	01110	ACCRL/ADJ					
<input type="checkbox"/>	4	01110	ACCRL/ADJ					

Windows Internet Explorer  
Journal 0001065219 is saved. (\$210,6)  
OK

Lines to add: 1

**▼ Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status
01110	4	31,399.50	31,399.50	V

[Save](#) | [Notify](#) | [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

A message displays saying the journal has been saved and a journal number is assigned.

The journal now has a Journal Status = V

The journal can now be posted or the overnight batch process will post the journal.

**Important Note: ACCRL/ADJ journals do not budget check. They are just edited and posted.**

**Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger – Internal Service Funds and Enterprise Funds and Fiduciary Funds Only is Complete.**

## Edit a saved journal entry

**Situations when this function is used:** A journal entry has been saved. The journal needs to be edited so it can be budget checked and posted.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an existing value



### Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

Business Unit:	=	01110	
Journal ID:	begins with		
Journal Date:	=		
Document Sequence Number:	begins with		
Line Business Unit:	=		
Journal Header Status:	=	No Status - Needs to be Edited	
Budget Checking Header Status:	=		
Source:	=	ONL	

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

### Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

**Enter Journal Header Status:** = No Status-Needs to be Edited

### Enter Source

- Leave as Default or
- Enter the appropriate Source


## Click on the Search button.

### Create Journal Entry


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


---


Business Unit: [=] 01110 

Journal ID: [begins with]


Journal Date: [=]  


Document Sequence Number: [begins with]

Line Business Unit: [=]  

Journal Header Status: [=] No Status - Needs to be Edited 



Budget Checking Header Status: [=]

Source: [=] ONL 

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

### Search Results

[View All](#)

First  1 of 2  Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
<a href="#">01110</a>	<a href="#">0000617154</a>	<a href="#">02/07/2006</a>	<a href="#">0</a>	(blank)	<a href="#">01110</a>	<a href="#">Edit Req'd</a>	<a href="#">Not Chk'd</a>	<a href="#">ACTUALS</a>	<a href="#">ONL</a>	<a href="#">USD</a>	<a href="#">2</a>	<a href="#">2</a>	<a href="#">0</a>	<a href="#">Test for Edit a save journal</a>
<a href="#">01110</a>	<a href="#">0000617155</a>	<a href="#">02/07/2006</a>	<a href="#">0</a>	(blank)	<a href="#">01110</a>	<a href="#">Edit Req'd</a>	<a href="#">Not Chk'd</a>	<a href="#">ACTUALS</a>	<a href="#">ONL</a>	<a href="#">USD</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">0</a>	<a href="#">Test Journal</a>

[Find an Existing Value](#) | [Add a New Value](#)

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to edit.

The Journal Header page loads.

## Click on the Lines tab

[New Window](#) | [Customize Page](#) |

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110 Journal ID: 0000617154 Date: 02/07/2006 Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) Inter/IntraUnit ☐ Errors Only    Line: 10

▼ **Lines**

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	Project	Affilia
<input type="checkbox"/>	1	01110	ACTUALS		510200	10000	1110003000					
<input type="checkbox"/>	2	01110	ACTUALS		510210	10000	1110003000					

Lines to add: 1

▼ **Totals** Customize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	2.00	2.00	N	N

Save Return to Search Next in List Previous in List Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Journal Lines page loads.

**Choose Process:** Edit Journal

**Click on the Process button**

[New Window](#) | [Customize Page](#) |

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110 Journal ID: 0000617154 Date: 02/07/2006 Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) Inter/IntraUnit ☐ Errors Only    Line: 10

▼ **Lines**

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	Project	Affilia
<input type="checkbox"/>	1	01110	ACTUALS		510200	10000	1110003000					
<input type="checkbox"/>	2	01110	ACTUALS		510210	10000	1110003000					

Lines to add: 1

▼ **Totals** Customize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	2.00	2.00	V	N

Save Return to Search Next in List Previous in List Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The journal has been edited. Under Totals, Journal Status is V, Budget Check status is N.

The journal is ready to be budget checked.

**Edit a Saved Journal Entry is Complete.**

## Budget Check a Journal

**Situations when this function is used:** A journal entry has been edited. The journal needs to be budget checked so it can post.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



### Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

Business Unit:	=	01110	
Journal ID:	begins with		
Journal Date:	=		
Document Sequence Number:	begins with		
Line Business Unit:	=		
Journal Header Status:	=	No Status - Needs to be Edited	
Budget Checking Header Status:	=		
Source:	=	ONL	

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

### Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

**Enter Budget Checking Header Status:** = Not Budget Checked

### Enter Source

- Leave as Default or
- Enter the appropriate Source

## Click on the Search button.

### Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: [=] 01110

Journal ID: [begins with]

Journal Date: [=]

Document Sequence Number: [begins with]

Line Business Unit: [=]

Journal Header Status: [=]

Budget Checking Header Status: [=] Not Budget Checked

Source: [=] ONL

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

[View All](#)

First 1-2 of 2 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
01110	0000617154	02/07/2006	0	(blank)	01110	Valid	Not Chk'd	ACTUALS	ONL	USD	2	2	0	<a href="#">Test for Edit a save journal</a>
01110	0000617155	02/07/2006	0	(blank)	01110	Edit Req'd	Not Chk'd	ACTUALS	ONL	USD	2	3	0	<a href="#">Test Journal</a>

[Find an Existing Value](#) | [Add a New Value](#)

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to budget check.

The Journal Header page loads.

## Click on the Lines tab

[New Window](#) | [Customize Page](#) |

[Header](#) **[Lines](#)** [Totals](#) [Errors](#) [Approval](#)

Unit: 01110 Journal ID: 0000617154 Date: 02/07/2006 Process: **Budget Check J** [Process](#)

[Template List](#) [Search Criteria](#) [Change Values](#) [InterIntraUnit](#) ☐ Errors Only   Line: 10

**Lines**

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	Project	Affil
<input type="checkbox"/>	1	01110	ACTUALS		510200	10000	1110003000					
<input type="checkbox"/>	2	01110	ACTUALS		510210	10000	1110003000					

Lines to add: 1

**Totals** [Customize](#) [Find](#) [View All](#)  First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	2.00	2.00	<a href="#">V</a>	<a href="#">N</a>


[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Journal Lines page loads.

**Choose Process:** Budget Check Journal

**Click on the Process button**




[New Window](#) | [Customize Page](#) | 

**Header** | **Lines** | **Totals** | **Errors** | **Approval**







Unit: 01110      Journal ID: 0000617154      Date: 02/07/2006      'Process': Edit Journal      **Process**

[Template List](#) | [Search Criteria](#) | [Change Values](#) | **Inter/IntraUnit**      ☐ Errors Only      Line: 10

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate
<input type="checkbox"/>	1	01110	ACTUALS		510200	10000	1110003000					
<input type="checkbox"/>	2	01110	ACTUALS		510210	10000	1110003000					

Lines to add: 1   

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	2.00	2.00	V	V

 Save     Return to Search     Next in List     Previous in List     Notify     Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The journal has been budget checked. Under Totals, Journal Status is V, Budget Check status is V.

The journal is ready to be posted.

**Budget Check a Journal is Complete.**

## Post a Journal

**Situations when this function is used:** A journal entry has been edited and budget checked. The journal will post in the nightly process or the journal can be posted immediately.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



### Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:	=	01110	
Journal ID:	begins with		
Journal Date:	=		
Document Sequence Number:	begins with		
Line Business Unit:	=		
Journal Header Status:	=	No Status - Needs to be Edited	
Budget Checking Header Status:	=		
Source:	=	ONL	

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

### Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

**Journal Header Status** = Valid Journals-Edits Complete

**Budget Checking Header Status** = Valid Budget Check

### Enter Source

- Leave as Default or
- Enter the appropriate Source



Click on the Search button.

Document Sequence Number: begins with [ ]

Line Business Unit: = [ ] 01110

Journal Header Status: = [ ] Valid Journal - Edits Complete

Budget Checking Header Status: = [ ] Valid Budget Check

Source: = [ ] ONL

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Line Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
01110	0000176955	08/01/2002	0	(blank)	01110	Valid	Valid	ACTUALS	ONL	USD	2	652.8	0
01110	0000176956	06/28/2002	0	(blank)	01110	Valid	Valid	ACTUALS	ONL	USD	2	652.8	0
01110	0000176964	08/20/2002	0	(blank)	01110	Valid	Valid	ACTUALS	ONL	USD	4	52.2	0
01110	0000176969	08/20/2002	0	(blank)	01110	Valid	Valid	ACTUALS	ONL	USD	4	-52.2	0
01110	0000593969	06/24/2005	1	(blank)	01110	Valid	Valid	ACTUALS	ONL	USD	2	-40464.19	0

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to post.

The Journal Header page loads.

Click on the Lines tab

[New Window](#) | [Customize Page](#) |

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Edit Journal Process

[Template List](#) | [Search Criteria](#) | [Change Values](#) | Inter/IntraUnit | ☐ Errors Only | Line: 10

**Lines**

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	20105	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		512300	20105	1110003000		

Lines to add: 1 + - ⌂

**Totals** Customize | Find | View All | First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Sta
01110	2	100.00	100.00	<span>✓</span>	<span>✓</span>

Save | Return to Search | Next in List | Previous in List | Notify | Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Journal Lines page loads.

**Choose Process:** Post Journal

**Click on the Process button**

[New Window](#) |

Are you sure that you want to post this journal? (5010,45)

OK Cancel

Message page loads.

**Click OK**

[New Window](#) | [Customize Page](#) | [help](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Edit Journal Process

[Template List](#)   [Search Criteria](#)      ☐ Errors Only   Line: 10

▼ Lines									
Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	20105	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		512300	20105	1110003000		

▼ Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Sta	
01110	2	100.00	100.00	P		

Save   Return to Search   Next in List   Previous in List   Notify   Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal is posted. Journal Status is P.

**Post a Journal is Complete.**

# Copy a Journal Entry

**Situations when this function is used:** A journal needs to be entered that is similar to one already in the system. The copy function can be used to copy the journal and create a new one. This saves on data entry time.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



## Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit:

=

01110

Journal ID:

begins with

Journal Date:

=

Document Sequence Number:

begins with

Line Business Unit:

=

Journal Header Status:

=

No Status - Needs to be Edited

Budget Checking Header Status:

=

Source:

=

ONL

Search

Clear

Basic Search

Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

## Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

## Enter Journal ID

- Journal ID of the journal you want to copy

## Enter Journal Date

- Journal date of the journal you want to copy

Click on the Search button.

Business Unit: = 01110

Journal ID: begins with 0000617125

Journal Date: = 01/26/2006

Document Sequence Number: begins with

Line Business Unit: = 01110

Journal Header Status: =

Budget Checking Header Status: =

Source: =

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1 of

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
01110	0000617125	01/26/2006	0	(blank)	01110	Posted	Valid	ACTUALS ONL	USD	2	500	0	

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to copy.

Header Lines Totals Errors Approval

Unit: 01110 Journal ID: 0000617125 Date: 01/26/2006

Long Description: Test Journal

\*Ledger Group: ACTUALS

Ledger:

\*Source: ONL

Reference Number:

SJE Type:

Journal Class:

Transaction Code: GENERAL

Auto Generate Lines

Adjusting Entry: Non-Adjusting Entry

Fiscal Year: 2006

Period: 7

ADB Date: 01/26/2006

Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1

Reversal: Do Not Generate Reversal

Commitment Control

The Journal Header page loads.

## Click on the Lines tab

Unit: 01110 Journal ID: 0000923838 Date: 09/06/2007 Process: **Copy Journal** Process

[Template List](#) [Search Criteria](#) ☐ Errors Only Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Pr
<input type="checkbox"/>	1	01110	ACTUALS		480400	63098	1110002500			
<input type="checkbox"/>	2	01110	ACTUALS		100105	63098	1110002500			

**Totals** [Customize](#) [Find](#) [View All](#) [First](#) [1](#)

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	2,343.84	2,343.84	P	

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Journal Lines page loads.

## Choose Process: Copy Journal

## Click on the Process button

**Journal Entry Copy**

Business Unit: 01110 Copy From ID: 0000923838 Copy From Date: 09/06/2007

Journal ID:  Ledger:

Journal Date:  [B1](#) New Ledger:  ☐ Reverse Signs

ADB Date:  [B1](#) Document Type:  ☒ Recalculate Budget Date

Currency Effective Date:  [B1](#) ☐ Save Journal Incomplete Status

**Reversal Date**

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period:

**ADB Reversal Date**

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date:

The Journal Entry Copy Page loads.

## Enter Journal ID

- Leave as next **or**
- Enter a journal ID

## Enter Journal Date

- Leave as current date **or**
- Enter a journal date

**Click on Reverse signs** – **ONLY** if you want the journal to be an exact opposite of the journal you are copying

**Click on Recalculate Budget Date** – **MUST** be done on each journal regardless of journal date.

## Click OK

The screenshot shows a web application interface for entering journal data. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. The 'Unit' is 01110, 'Journal ID' is 0000617173, and 'Date' is 02/12/2006. The 'Process' dropdown is set to 'Edit Journal'. A 'Process' button is visible. Below the header, there is a table for 'Lines' with columns: Select, Line, Unit, Ledger, and Amount. Two lines are listed, both with Unit 01110 and Ledger ACTUALS. A 'Lines to add' field shows '1'. Below the lines table, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget. The totals for Unit 01110 show 2 total lines, 0.00 total debits, and 0.00 total credits. At the bottom, there are buttons for Save, Return to Search, Notify, and Refresh. A confirmation dialog box from Microsoft Internet Explorer is overlaid on the screen, displaying a yellow warning icon and the message 'Journal 0000617173 is saved. (5210,6)'. The dialog has an 'OK' button.

The journal Lines page loads with the new journal data and indicates that the new journal has been saved. If the journal ID was left as next, a journal ID has been assigned.

## Click OK

Make and changes to journal descriptions, chartfields, amounts, etc.

The journal is ready to be edited, budget checked and posted.

**Copy a Journal Entry is Complete.**

# Print a Journal Entry

**Situations when this function is used:** A printed copy of the journal entry is needed.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

**Menu**

- General Ledger
  - Journals
    - Journal Entry
      - Create Journal Entries**
      - Copy Journals
        - Standard Journals
        - Import Journals
        - Subsystem Journals
        - Process Journals
        - Suspense Correction
    - Ledgers
      - Summary Ledgers
      - Close Ledgers
      - Process Multi-Currency
      - Average Daily Balance
      - Open Items
      - Consolidate Financial Data
      - Maintain Standard Budgets
      - Monitor Background Process
      - Review Financial Information
      - Archiving Tables
      - Regulatory Ledger Reports
      - XBRL
      - General Reports

**Create Journal Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Business Unit: = [01110] [Q]

Journal ID: begins with [ ]

Journal Date: = [ ] [B]

Document Sequence Number: begins with [ ]

Line Business Unit: = [01110] [Q]

Journal Header Status: = [No Status - Needs to be Edited] [V]

Budget Checking Header Status: = [ ] [V]

Source: = [ONL] [Q]

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on the Clear button

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

**Create Journal Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Business Unit: = [ ] [Q]

Journal ID: begins with [ ]

Journal Date: = [ ] [B]

Document Sequence Number: begins with [ ]

Line Business Unit: = [ ] [Q]

Journal Header Status: = [ ] [V]

Budget Checking Header Status: = [ ] [V]

Source: = [ ] [Q]

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter Business Unit



Enter Journal ID – be sure to include the leading zero's

The screenshot shows the 'Create Journal Entry' form in the Oracle system. The form has a header with the Oracle logo and navigation links (Home, Worklist, Add to Favorites, Sign out). Below the header, there are links for 'New Window', 'Help', and a printer icon. The main section is titled 'Create Journal Entry' and includes a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The form contains several input fields with dropdown menus: 'Business Unit' (set to 01110), 'Journal ID' (set to begins with 0001065215), 'Journal Date' (set to =), 'Document Sequence Number' (set to begins with), 'Line Business Unit' (set to =), 'Journal Header Status' (set to =), 'Budget Checking Header Status' (set to =), and 'Source' (set to =). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the buttons, there are links for 'Find an Existing Value' and 'Add a New Value'.

Click Search

The screenshot shows the 'Journal Entry' form in the Oracle system, specifically the 'Lines' tab. The form has a header with the Oracle logo and navigation links (Home, Worklist, Add to Favorites, Sign out). Below the header, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. The main section is titled 'Journal Entry' and includes a sub-header 'Header | Lines | Totals | Errors | Approval'. The form contains several input fields with dropdown menus: 'Unit' (set to 01110), 'Journal ID' (set to 0001065215), 'Date' (set to 10/21/2008), 'Long Description' (set to Correct Accounting Entries for Deposit # 1110888888, dated 10-21-08), '\*Ledger Group' (set to ACTUALS), 'Ledger' (set to =), '\*Source' (set to ONL), 'Reference Number' (set to =), 'SJE Type' (set to =), 'Journal Class' (set to =), 'Transaction Code' (set to GENERAL), 'Auto Generate Lines' (unchecked), 'Adjusting Entry' (set to Non-Adjusting Entry), 'Fiscal Year' (set to 2009), 'Period' (set to 4), 'ADB Date' (set to 10/21/2008), and 'Save Journal Incomplete Status' (unchecked). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. Below the buttons, there are links for 'Currency Defaults: USD / CRRNT / 1', 'Reversal: Do Not Generate Reversal', and 'Commitment Control'.

Click on the Lines page

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110 Journal ID: 0001065215 Date: 10/21/2008 \*Process: Edit Journal Process

[Template List](#) | [Search Criteria](#) | [Change Values](#) | [Inter/IntraUnit](#) | ☐ Errors Only | Line: 10

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Affiliate
<input type="checkbox"/>	1	01110	ACTUALS		427000	10000	1110003000				
<input type="checkbox"/>	2	01110	ACTUALS		420120	10000	1110003000				

Lines to add: 1

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	<a href="#">V</a>	<a href="#">V</a>

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Click on the drop down next to Process and select Print Journal

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110 Journal ID: 0001065215 Date: 10/21/2008 \*Process: Edit Journal Process

[Template List](#) | [Search Criteria](#) | [Change Values](#) | [Inter/IntraUnit](#) | ☐ Errors Only | Line: 10

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Affiliate
<input type="checkbox"/>	1	01110	ACTUALS		427000	10000	1110003000				
<input type="checkbox"/>	2	01110	ACTUALS		420120	10000	1110003000				

Lines to add: 1

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	<a href="#">V</a>	<a href="#">V</a>

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Click on the Process button

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 01110 Journal ID: 0001065215 Date: 10/21/2008 \*Process: Print Journal [Process](#) [Report Manager](#) [Process Monitor](#)

[Template List](#) [Search Criteria](#) [Change Values](#) [Inter/IntraUnit](#) ☐ Errors Only   Line: 10

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Affiliate
<input type="checkbox"/>	1	01110	ACTUALS		427000	10000	1110003000				
<input type="checkbox"/>	2	01110	ACTUALS		420120	10000	1110003000				

Lines to add:

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	100.00	100.00	<a href="#">V</a>	<a href="#">V</a>

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Click on Report Manager link

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**List** | **Explorer** | **Administration** | **Archives**

**View Reports For**

Folder:  Instance:  to:  [Refresh](#)

Name:  Created On:  By:  Last:  Days

**Reports**

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<a href="#">Report</a>				

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click on Administration tab



## Deleting a Journal Entry

**Situations when this function is used:** A journal has been entered in error. As long as the journal has not been posted, it can be deleted.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value

The screenshot shows the Oracle General Ledger interface. On the left is a 'Menu' tree with 'General Ledger' expanded, showing 'Journals' and 'Journal Entry'. The 'Journal Entry' sub-menu is expanded, showing 'Create Journal Entries' and 'Copy Journals'. The 'Create Journal Entries' option is selected. The main content area is titled 'Create Journal Entry' and has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are three input fields: 'Business Unit' with the value '01110', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '10/27/2008'. There is an 'Add' button below these fields. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page has the Oracle logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. There are also links for 'New Window' and 'Help'.

The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

### Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

### Enter Journal ID

- Journal ID of the journal you want to delete

### Enter Journal Date

- Journal date of the journal you want to delete or
- Leave blank

**Click on the Search button.**

Business Unit: [=] 01110  
 Journal ID: [begins with] 0000617152  
 Journal Date: [=] 02/06/2006  
 Document Sequence Number: [begins with]  
 Line Business Unit: [=] 01110  
 Journal Header Status: [=] Valid Journal - Edits Complete  
 Budget Checking Header Status: [=]  
 Source: [=] ONL

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
01110	0000617152	02/06/2006	0	(blank)	01110	Valid	Valid	ACTUALS	ONL	USD	2	1.5	0

A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically load.)

Click any hyperlinks in the line for the journal that you want to delete.

[New Window](#) | [Customize Page](#) | [http](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 01110      Journal ID: 0000617152      Date: 02/06/2006

Long Description: [Test Edit and Budget Check]

\*Ledger Group: ACTUALS      ☐ Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: ONL      Fiscal Year: 2006

Reference Number:      Period: 8

SJE Type:      ADB Date: 02/06/2006

Journal Class:      ☐ Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Done      Internet

The Journal Header page loads.

**Click on the Lines tab**

[New Window](#) | [Customize Page](#) |

Header | **Lines** | Totals | Errors | Approval

01110      Journal ID: 0000617152      Date: 02/06/2006      \*Process: Edit Journal      **Process**

[Delete List](#)   [Search Criteria](#)   [Change Values](#)   **Inter/IntraUnit**   ☐ Errors Only   Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		510200	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		510210	10000	1110003000		

to add: 1      

Totals		Total Debits		Total Credits		Journal Status	Budget Status
0	2	1.50		1.50		<a href="#">V</a>	<a href="#">V</a>

**ave**   Return to Search   Notify   Refresh

[Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Journal Lines page loads.

**Choose Process:** Delete Journal

**Click on the Process button**

[New Window](#) |

Are you sure that you want to delete this journal? (5010,30)

**Yes**   **No**

Warning message screen loads.

**Click Yes**

Enter any information you have and click Search. Leave fields blank for a list of all values. Saved

**Find an Existing Value** **Add a New Value**

Business Unit: [=] 01110

Journal ID: begins with

Journal Date: [=]

Document Sequence Number: begins with


Line Business Unit: [=]

Journal Header Status: [=]

Budget Checking Header Status: [=]

Source: [=] ONL

**Microsoft Internet Explorer**

 Journal 0000617152 is deleted. (5210,7)

OK

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

The Find and Existing Value page loads with a message saying that the journal has been deleted.

**Click OK**

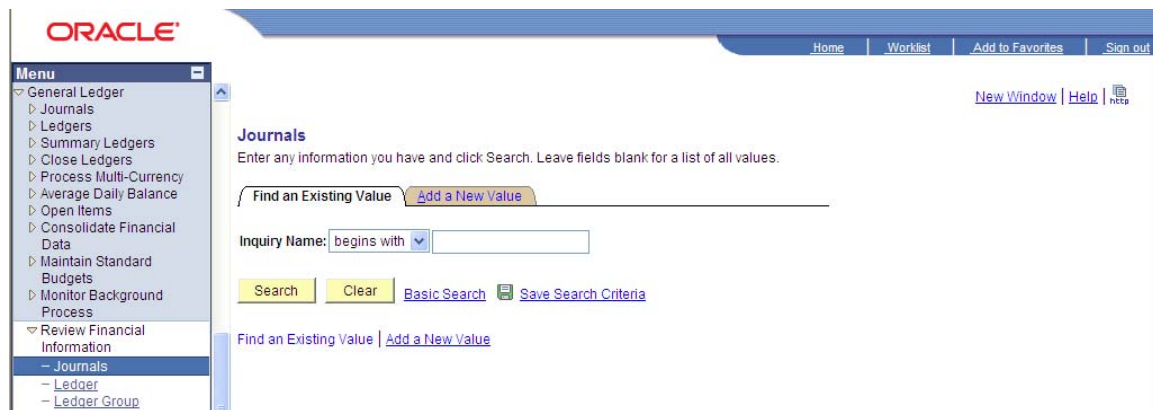
**Deleting a Journal Entry is Complete.**



## Inquiring on a Journal Entry – Inquiry Page

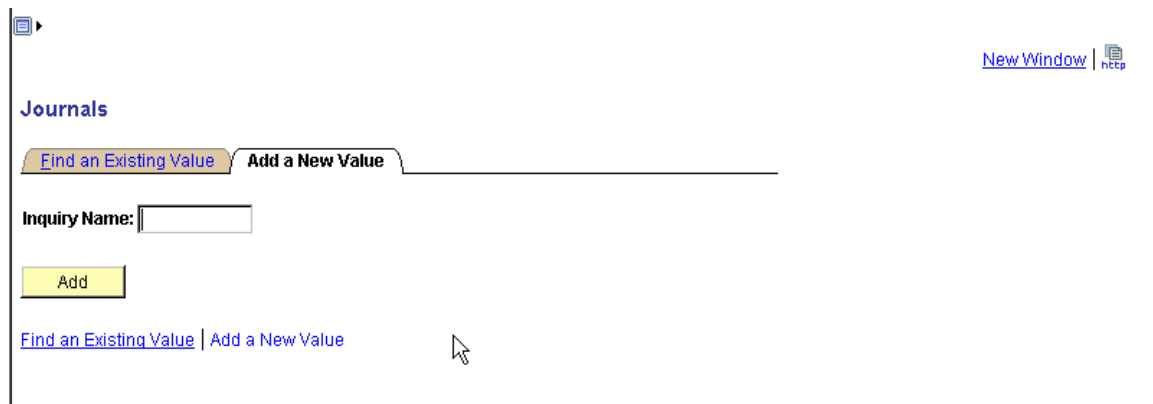
**Situation when this function is used:** To look at a journal for inquiry purposes only. No updates to the journal can be performed through these pages.

**Navigation:** General Ledger > Review Financial Information > Journals




Journals – Find an Existing Value page loads.

### Click on the Add a New Value Tab



The Add a New Value page loads.

**Enter the name that you want this inquiry to be called.  
Click the Add button.**






[New Window](#) | [Customize Page](#) | 

---

**Journal Inquiry Criteria**

**Journal Inquiry**

Ledger Criteria						
Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
SEARCH JE	<input type="text" value="011110"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Journal ID	Date	Status	Source	Currency	Stat	Document Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User	Document Sequence		Max Rows	Sort By		
<input type="text"/>	<input type="text"/>		100	Journal Id		

 Save
 Notify
 Refresh
 Add
 Update/Display

The Journal Inquiry Criteria page loads. What you named the inquiry defaults under Inquiry, your default business unit defaults under Unit.

**Note:** If you have an existing Inquiry Name (run control) for this screen, you may enter it in the Inquiry name field on the Find an Existing Value page and click search. The Journal Inquiry Criteria page will load at that time with criteria that was saved previously defaulting in.

### Enter Business Unit - This is a required search field

- Leave as default **or**
- Enter the appropriate business unit for the journal or journals you are searching for

### Enter Ledger – This is a required search field

- Enter appropriate Ledger for the journal or journals you are searching for (ACTUALS or ACCRL/ADJ)

### Enter From Period – This is a required search field

- Enter the beginning period for the journal or journals you are searching for

### Enter Through Period – This is a required search field

- Enter the ending period for the journal or journals you are searching for

## Enter remaining criteria fields

- Leave blank or
- Enter values in the remaining criteria fields to narrow your search

[New Window](#) | [Customize Page](#) | [http](#)

---

### Journal Inquiry Criteria

#### Journal Inquiry

Ledger Criteria

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status	
SEARCH JE	01110	ACTUALS	2006	1	8		<input type="button" value="Search"/>
Journal ID		Status	Source	Currency	Stat	Document Type	
User		Document Sequence	Max Rows	Sort By			
			100	Journal Id			

Click the **Save** button to save your Inquiry to be used in the future.

Click the **Search** button.

[New Window](#) | [Customize Page](#) | [http](#)

---

### Journal Inquiry Criteria

#### Journal Inquiry

Ledger Criteria

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status	
SEARCH JE	01110	ACTUALS	2006	1	8		<input type="button" value="Search"/>
Journal ID	Date	Status	Source	Currency	Stat	Document Type	
User		Document Sequence	Max Rows	Sort By			
			100	Journal Id			

Journals									<a href="#">Customize</a>   <a href="#">Find</a>
Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr	
<a href="#">0000601432</a>	07/06/2005	01110	Posted	TSF	No Susp	RDURKEE	07/06/2005	Lamoille Superior Court	
<a href="#">0000601443</a>	07/06/2005	01110	Posted	TSF	No Susp	RDURKEE	07/06/2005	Orleans Superior Court	
<a href="#">0000602970</a>	07/11/2005	01110	Posted	TSF	No Susp	RDURKEE	07/11/2005	Caledonia Superior Court	
<a href="#">0000602986</a>	07/11/2005	01110	Posted	TSF	No Susp	RDURKEE	07/11/2005	Caledonia Superior Court	
<a href="#">0000602988</a>	07/11/2005	01110	Posted	TSF	No Susp	RDURKEE	07/11/2005	Caledonia Superior Court	
<a href="#">0000603052</a>	07/11/2005	01110	Posted	TSF	No Susp	RDURKEE	07/11/2005	Chittenden Superior Court	

Rows of data matching the criteria entered loads at the bottom of the screen under Journals.

Use your right and bottom scroll bars to see all of the rows returned and all of the details.

**NOTE:** If there is no data matching your criteria, no data will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, only the first 100 results will be displayed. If the journal you are looking for is not in the first 100 rows of data matching your criteria, you can increase the Max Rows field to be greater than 100.

**Click on the Journal ID hyperlink that corresponds with the row of data that you want to review.**

[New Window](#) | [Customize Page](#) | [http](#)

### Journal Inquiry Details

#### Journal Inquiry

Ledger Criteria								
Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Suspense Status	Doc Type
SEARCH JE	01110	ACTUALS	2006	1	8			

Go To: [Journal Criteria](#) Header Msg:

Journal Header					
Journal ID:	0000608520	Date:	07/22/2005	Source:	TSN
Ledger Grp:	ACTUALS	Original Date:		Lines:	2
Status:	Posted	InterUnit BU:	01110	Posted:	07/22/2005
Balanced:	DR=CR	Reversal:	None	Reversal Date:	
Operator Id:	RDOYON				

Long Description:

The Journal Inquiry Details page loads.

Use the right scroll bar to view additional journal information.

Operator Id: RDOYON

Long Description:

Totals by Currency							
Currency:	USD	DR:	17,000,000.00	CR:	17,000,000.00	Net:	0.00

☒ Show All Lines  
☐ Show From Line:  Thru Line:  [Query Journal Lines](#)

Journal Line								
Line #	Transaction Amount	Currency	Account	Operating Unit	Fund Code	Dept	Program	Class
1	17,000,000.00	USD	720000		10000	1110026000		
2	-17,000,000.00	USD	100105		10000	1110026000		

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#)

Use the bottom scroll bar to review additional journal line details.

0.00

Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil	Oper Unit Affil	PC Bus Unit	Activity
					00003				
					00003				

N/R	Exchange Rate	Base Amount	Base Currency	Stat	Statistic Amount	Line Descr
N	1.00000000	17,000,000.00	USD			Transfer Out
N	1.00000000	-17,000,000.00	USD			Interunit Cash Account

Done Internet

Click on the Return to Search button to begin a new search.

**Inquiring on a Journal Entry – Inquiry Page is Complete.**

## Inquiring on a Journal Entry - Using Find an Existing Value Page

**Situations when this function is used:** Journal entries can be pulled up to perform additional processes on them such as edit, budget check or post or to review errors. This function can also be used on posted transactions for review purposes only.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

New Window | Help | http

**Menu**

- General Ledger
  - Journals
    - Journal Entry
      - Create Journal Entries**
        - Find an Existing Value
        - Add a New Value
      - Copy Journals
      - Standard Journals
      - Import Journals
      - Subsystem Journals
      - Process Journals
      - Suspense Correction
    - Ledgers
      - Summary Ledgers
      - Close Ledgers
      - Process Multi-Currency
      - Average Daily Balance
      - Open Items
      - Consolidate Financial Data
      - Maintain Standard Budgets
      - Monitor Background Process
      - Review Financial Information
      - Archiving Tables
      - Regulatory Ledger Reports
      - XBRL
      - General Reports

**Create Journal Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Business Unit: = 01110

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: = 01110

Journal Header Status: = No Status - Needs to be Edited

Budget Checking Header Status: =

Source: = ONL

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Your default BU will appear in the Business Unit field and the Line Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

### Enter Business Unit - This is a required search field

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate business unit

### Enter Journal ID

- Leave as blank **or**

- Choose a condition (=, begins with, etc) and enter a value for the appropriate Journal ID

**Enter Journal Date**

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate journal date

**Document Sequence Number**

- Leave as blank

**Line Business Unit**

- Leave as default **or**
- Change to match Business Unit criteria above

**Journal Header Status**

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate Status

**Budget Checking Header Status**

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate Status

**Source**

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate source

**Click the Search button**

Journal Header Status: [ ] [ ]

Budget Checking Header Status: [ ] [ ]

Source: [ ] [ONL]

Search Clear Basic Search Save Search Criteria

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.  
[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Total Credits
01110	0000029803	06/28/2002	0	(blank)	01110	Posted	Valid	ACTUALS	ONL	USD	2	575.54	0
01110	0000055401	12/03/2001	0	(blank)	01110	Posted	Valid	ACTUALS	ONL	USD	4	164242214.66	0
01110	0000061094	12/12/2001	0	(blank)	01110	Unposted	Valid	ADVANCES	ONL	USD	1	0	0
01110	0000061094	12/12/2001	1	(blank)	01110	Posted	Valid	ADVANCES	ONL	USD	1	0	0
01110	0000061097	12/12/2001	0	(blank)	01110	Unposted	Valid	ADVANCES	ONL	USD	1	0	0
01110	0000061097	12/12/2001	1	(blank)	01110	Posted	Valid	ADVANCES	ONL	USD	1	0	0
01110	0000061120	08/30/2001	0	(blank)	01110	Unposted	Valid	ADVANCES	ONL	USD	1	10000	0
01110	0000061120	08/30/2001	1	(blank)	01110	Posted	Valid	ADVANCES	ONL	USD	1	-10000	0

The first 300 results can be displayed. And up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

**NOTE:** If there is only one row of data that matches your criteria, the header panel of the journal will automatically load when you click search. If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen

**Click on any hyperlink in the row of data you are looking for**



**Unit:** 01110      **Journal ID:** 000114090      **Date:** 06/17/2002

**Long Description:** To correct JE#000114090 dated 4/30/02. with this correction lines 7&8 should equal lines 4-6 and lines 39&40 should equal lines 36-38

**\*Ledger Group:** ACTUALS      ☐ **Auto Generate Lines**

**Ledger:**      **Adjusting Entry:** Non-Adjusting Entry

**\*Source:** ONL      **Fiscal Year:** 2002

**Reference Number:**      **Period:** 12

**SJE Type:**      **ADB Date:** 06/17/2002

**Journal Class:**      ☐ **Save Journal Incomplete Status**

**Transaction Code:** GENERAL

[Currency Defaults: USD / 1](#)  
[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Save   Return to Search   Next in List   Previous in List   Notify   Refresh   Add

The Header Page for the journal loads. If the journal has been posted, all fields will be grayed out and cannot be changed.

## Click on the Lines Tab

[New Window](#) | [Customize Page](#) | [Help](#)

**Header**   **Lines**   **Totals**   **Errors**   **Approval**

**Unit:** 01110      **Journal ID:** 000114090      **Date:** 06/17/2002      **\*Process:** Edit Journal      **Process**

[Template List](#)   [Search Criteria](#)      ☐ **Errors Only**      **Line:** 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		500000	21500	1110002000		
<input type="checkbox"/>	2	01110	ACTUALS		100106	21500	1110002000		
<input type="checkbox"/>	3	01110	ACTUALS		503000	21500	1110002000		
<input type="checkbox"/>	4	01110	ACTUALS		100106	21500	1110002000		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	4	0.02	0.02	P	

Save   Return to Search   Next in List   Previous in List   Notify   Refresh

The Lines Page loads showing lines detail including chartfields, amounts and statuses.

## Use the bottom scroll bar to see more of the screen

[Home](#) | [Customize Page](#) | [Help](#)

Journal: Process

10

Program	Class	Bud Ref	Project	Affiliate	Currency	Amount	N/R	Rate Type	Exchange Rate
2000					USD	0.01	<input type="checkbox"/>		1.00000000
2000					USD	-0.01	<input type="checkbox"/>		1.00000000
2000					USD	0.01	<input type="checkbox"/>		1.00000000
2000					USD	-0.01	<input type="checkbox"/>		1.00000000

View All | First 1 of 1 Last

Journal Status	Budget Status
P	V

Refresh

[Home](#) | [Customize Page](#) | [Help](#)

Exchange Rate >>	Base Currency	Base Amount	UOM	Budget Date	Reference	Journal Line Description
1.00000000 >>	USD	0.01		06/17/2002		Classified Employees
1.00000000 >>	USD	-0.01		06/17/2002		Intraunit Cash Account
1.00000000 >>	USD	0.01		06/17/2002		Life Ins - Classified Empl
1.00000000 >>	USD	-0.01		06/17/2002		Intraunit Cash Account

Add Update/Display

To view additional rows of data from your original search, click on the Next in List and Previous in List buttons at the bottom left of the screen.

**Click on the Return to Search button to begin a new search.**

**Inquiring on a Journal Entry – Using Find an Existing Value Page is Complete.**

## Journal has an out of balance Edit Error – Find and Correct Journal

**Situations when this function is used:** A journal entry has an out of balance edit error. This error must be fixed so that the journal can be budget checked and posted.

Out of balance is the most common type of edit error. Call the VISION Finance Support Desk at 828-0407, option 2 if you receive other edit errors and need assistance.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

**Menu**

- General Ledger
  - Journals
    - Journal Entry
      - Create Journal Entries**
      - Copy Journals
        - Standard Journals
        - Import Journals
        - Subsystem Journals
        - Process Journals
        - Suspense Correction
      - Ledgers
        - Summary Ledgers
        - Close Ledgers
        - Process Multi-Currency
        - Average Daily Balance
        - Open Items
        - Consolidate Financial Data
        - Maintain Standard Budgets
        - Monitor Background Process
        - Review Financial Information
        - Archiving Tables
        - Regulatory Ledger Reports
        - XBRL
        - General Reports

**Create Journal Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: = 01110

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: = 01110

Journal Header Status: = No Status - Needs to be Edited

Budget Checking Header Status: =

Source: = ONL

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Your default BU will appear in the Business Unit field and the Line Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

### Enter Business Unit - This is a required search field

- leave as default **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate business unit

### Enter Journal ID

- leave as blank **or**

- choose a condition (=, begins with, etc) and enter a value for the appropriate Journal ID

**Enter Journal Date**

- leave as blank **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate journal date

**Document Sequence Number**

- leave as blank

**Line Business Unit**

- leave as default **or**
- change to match Business Unit criteria above

**Journal Header Status**

- Choose the condition = and choose Journal Has Errors

**Budget Checking Header Status**

- leave as blank **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate Status

**Source**

- leave as default **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate source

[New Window](#)

### Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Business Unit: [=] 01110

Journal ID: [begins with]

Journal Date: [=]

Document Sequence Number: [begins with]

Line Business Unit: [=] 01110

Journal Header Status: [=] Journal Has Errors

Budget Checking Header Status: [=]

Source: [=] TSF

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Click the Search button**

**Header** **Lines** **Totals** **Errors** **Approval**

Unit: 01110 Journal ID: 0000617147 Date: 02/04/2006

Long Description: To reimburse Sec of Admins office for copier charges during the month of January, 2006.

\*Ledger Group: ACTUALS ☐ Auto Generate Lines

Ledger:

\*Source: TSF ☐ Adjusting Entry: Non-Adjusting Entry

Reference Number:

SJE Type:

Journal Class:

Transaction Code: GENERAL

Fiscal Year: 2006

Period: 8

ADB Date: 02/04/2006

☐ Save Journal Incomplete Status

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

**Save** **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

Done

Since there is only one row of data that matches the criteria, the header page of the journal automatically loads when you click search.

**NOTE:** If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be

displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed. **Click on any hyperlink in the row of data you are looking for.**

## Click on the Lines Tab

Unit: 01110 Journal ID: 0000617147 Date: 02/04/2006 \*Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		517020	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		517020	20105	1110003000		

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	10.00	10.00	E	

Save Return to Search Notify Refresh

The Lines Page loads showing lines detail including chartfields, amounts and statuses. Note the Journal status of E indicating an error.

## Click on the "E" hyperlink under Journal Status

Unit: 01110 Journal ID: 0000617147 Date: 02/04/2006

Unit	Field Name	Field Long Name	Set	Msg	Message Text
01110	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing Char

Field Long Name	Message Text
	No journal line between line 1 and line 2 is marked in error.

The Errors Page loads with the error message.

Use the bottom scroll bar to view the entire message

Journal ID: 0000617147 Date: 02/04/2006

Field Name	Field Long Name	Set	Msg	Message Text
RNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.

Message Text: No journal line between line 1 and line 2 is marked in error.

Under Message Text is the error message. This journal is not balanced either in total or by chartfields.

### Click on the Lines Tab

Unit: 01110 Journal ID: 0000617147 Date: 02/04/2006 \*Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		517020	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		517020	20105	1110003000		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	10.00	10.00	E	

Save Return to Search Notify Refresh

The Lines Page Loads again

### Review the total debits versus the total credits. Do they equal?

- If they do not equal, you must adjust your lines amounts so that debits and credits equal.

- If they do equal, then your journal balances in total and the journal must be out of balance by chartfield.
- Chartfields must be balanced by both fund and dept id.

**Review the line data to find the chartfield that does not have equal debits and credits.**

**Once the error is found, make the necessary adjustments to make the chartfields balanced including adding additional offsetting cash lines of 100106 if needed.**

**Click the Process button next to Edit Journal**

The screenshot shows the 'Journal Entry' screen with the following details:

- Unit:** 01110
- Journal ID:** 0000926912
- Date:** 09/15/2007
- Process:** Edit Journal (dropdown menu)
- Process Button:** Process
- Template List:** Search Criteria Change Values
- Inter/IntraUnit:** (checkbox)
- Errors Only:** (checkbox)
- Line:** 10

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		517020	10000	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		100106	10000	1110003000		
<input type="checkbox"/>	3	01110	ACTUALS		517020	20105	1110003000		
<input type="checkbox"/>	4	01110	ACTUALS		100106	20105	1110003000		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	4	200.00	200.00	V	

The Journal Status is now V.

The journal is now ready to be budget checked.

**Journal has an Out of Balance Edit Error – Find and Correct Journal is Complete.**



# Finding and Correcting Journals in Budget Check Error

**Situations when this function is used:** A journal entry has a budget check error. This error must be fixed so that the journal can be posted.

**Navigation:** General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value

The screenshot shows the Oracle 'Create Journal Entry' interface. On the left is a navigation menu with options like 'General Ledger', 'Journals', 'Journal Entry', 'Create Journal Entries', and 'Copy Journals'. The main area is titled 'Create Journal Entry' and contains a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below the search bar are several fields: 'Business Unit' (set to 01110), 'Journal ID' (set to begins with), 'Journal Date' (set to =), 'Document Sequence Number' (set to begins with), 'Line Business Unit' (set to 01110), 'Journal Header Status' (set to No Status - Needs to be Edited), 'Budget Checking Header Status' (set to =), and 'Source' (set to ONL). There are also buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Your default BU will appear in the Business Unit field and the Line Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

## Enter Business Unit - This is a required search field

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate business unit

## Enter Journal ID

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate Journal ID

## Enter Journal Date

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate journal date

## Document Sequence Number

- Leave as blank

## Line Business Unit

- Leave as default **or**
- Change to match Business Unit criteria above

## Journal Header Status

- Choose the condition = and choose Valid Journal – Edits Complete

## Budget Checking Header Status

- Choose the condition = and choose Error in Budget Check

## Source

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate source

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:	=	01110
Journal ID:	begins with	
Journal Date:	=	
Document Sequence Number:	begins with	
Line Business Unit:	=	01110
Journal Header Status:	=	Valid Journal - Edits Complete
Budget Checking Header Status:	=	Error in Budget Check
Source:	=	ONL

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

## Click the Search button

If there is only one row of data that matches your criteria, the header page of the journal will automatically load when you click search.

The screenshot shows a web application interface for a journal header. At the top, there are tabs: "Header" (selected), "Lines", "Totals", "Errors", and "Approval". Below the tabs, the form contains the following fields and controls:

- Unit:** 01110
- Journal ID:** 0000617148
- Date:** 02/04/2006
- Long Description:** To correct expenditure account on TSF 0000456801, 1/5/06.
- \*Ledger Group:** ACTUALS
- Ledger:** (empty field)
- \*Source:** ONL
- Reference Number:** (empty field)
- SJE Type:** (empty dropdown menu)
- Journal Class:** (empty field with a magnifying glass icon)
- Transaction Code:** GENERAL (with a magnifying glass icon)
- Auto Generate Lines:** (checked checkbox)
- Adjusting Entry:** Non-Adjusting Entry (dropdown menu)
- Fiscal Year:** 2006
- Period:** 8 (with a magnifying glass icon)
- ADB Date:** 02/04/2006
- Save Journal Incomplete Status:** (unchecked checkbox)

Below the form, there are several hyperlinks: [Currency Defaults: USD / CRRNT / 1](#), [Reversal: Do Not Generate Reversal](#), and [Commitment Control](#). At the bottom, there are buttons: "Save", "Return to Search", "Notify", "Refresh", "Add", and "Update/Display". The status bar at the very bottom shows "Done" and "Internet".

Since there is only one row of data that matches the criteria, the header page of the journal automatically loads when you click search.

**NOTE:** If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed. **Click on any hyperlink in the row of data you are looking for.**

## Click on the Lines Tab

New Window | Customize Page | help

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Edit Journal      Process

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	21005	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		512300	21005	1110003000		

Lines to add: 1   +   -  

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	<a href="#">V</a>	

Save   Return to Search   Notify   Refresh

Header | Lines | Totals | Errors | Approval

The Lines Page loads showing lines detail including chartfields, amounts and statuses.

Use the bottom and right scroll bars to see the Budget Status on the lower right of the page

Home | Worksheet | Add New Favorites | Sign Out

\*Process: Edit Journal   Process

Only   Line: 10

Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Currency	Amount	N/R
21005	1110003000						USD	100.00	<input type="checkbox"/>
21005	1110003000						USD	-100.00	<input type="checkbox"/>

Customize | Find | View All | First 1 of 1 Last

Total Credits	Journal Status	Budget Status
100.00	<a href="#">V</a>	<a href="#">E</a>

**Click on the E hyperlink under Budget Status**

GL Journal Exceptions **Line Exceptions**

Business Unit: 01110 Journal ID: 0000617148 Journal Date: 02/04/2006

\*Exception Type:  ☐ Override Transaction

Maximum Rows:  ☐ More Budgets Exist [Advanced Budget Criteria](#)

**Budgets with Exceptions** [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

**Budget Override** **Budget Chartfields**

	Business Unit	Ledger Group	Exception	Override Budget	Transfer
1	01110	APPROP	No Budget Exists	<input type="checkbox"/>	Go To ...
2	01110	APPROP	No Budget Exists	<input type="checkbox"/>	Go To ...
3	01110	ORG	No Budget Exists	<input type="checkbox"/>	Go To ...
4	01110	ORG	No Budget Exists	<input type="checkbox"/>	Go To ...

A new window is opened and the GL Journal Exceptions Page loads.

Under Budgets with Exceptions, Click on the Show all Columns icon to the right of the Budget Chartfields tab.

GL Journal Exceptions **Line Exceptions**

Business Unit: 01110 Journal ID: 0000617148 Journal Date: 02/04/2006

\*Exception Type:  ☐ Override Transaction

Maximum Rows:  ☐ More Budgets Exist [Advanced Budget Criteria](#)

**Budgets with Exceptions** [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

**Budget Override** **Budget Chartfields**

	Business Unit	Ledger Group	Exception	Override Budget	Transfer	Account	Fund	Department	Bu Pe
1	01110	APPROP	No Budget Exists	<input type="checkbox"/>	Go To ...	000100	21005	1110003000	20
2	01110	APPROP	No Budget Exists	<input type="checkbox"/>	Go To ...	000100	21005	1110003000	20
3	01110	ORG	No Budget Exists	<input type="checkbox"/>	Go To ...	000100	21005	1110003000	20
4	01110	ORG	No Budget Exists	<input type="checkbox"/>	Go To ...	000100	21005	1110003000	20

The error is indicated under the Exception column, and the appropriation and Organization level chartfields that are associated with the error are listed for each line. In the case above, there is no budget for fund 21005 and deptid 1110003000.

**Click on the Line Exceptions Tab**

[New Window](#) | [Customize Page](#) | [Help](#)

---

**GL Journal Exceptions**    **Line Exceptions**

---

**Business Unit:** 01110    **Journal ID:** 0000617148    **Journal Date:** 02/04/2006

---

**\*Line Status:** Error    ☐ **Override Transaction**

**Maximum Rows:** 100    ☒ **More Lines Exist**

**Line From:**     **Line Thru:**

[Fetch Select](#)

---

**Transaction Lines with Budget Exceptions**    [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

[Line Values](#)    [Line Chartfields](#)    [Line Amount](#)

Line	Ledger	Budget Date	GL Business Unit
1	ACTUALS	02/04/2006	01110
2	ACTUALS	02/04/2006	01110

The Line Exceptions Page loads. Under Transactions Lines with Budget Exceptions, each line from the journal that has the budget check error is listed.

Under Transaction Lines with Budget Exceptions, click on the Show all columns icon to the left of the Line Amount tab to see all of the details for the lines in error.

**Business Unit:** 01110    **Journal ID:** 0000617148    **Journal Date:** 02/04/2006

---

**\*Line Status:** Error    ☐ **Override Transaction**

**Maximum Rows:** 100    ☒ **More Lines Exist**

**Line From:**     **Line Thru:**

[Fetch Select](#)

---

**Transaction Lines with Budget Exceptions**

[Show All Columns](#)

Line	Ledger	Budget Date	GL Business Unit	Account	Operating Unit	Fund Code	Dept
1	ACTUALS	02/04/2006	01110	513010		21005	1110003000
2	ACTUALS	02/04/2006	01110	512300		21005	1110003000

Use the bottom and right scroll bars to see additional details for the lines in error.



The screenshot shows a window with a table of budget exceptions. The table has two columns: 'Foreign Amount' and 'Monetary Amount'. The first row shows a positive value of 100.00 USD in both columns. The second row shows a negative value of -100.00 USD in both columns. The window includes a menu bar with 'Customize', 'Find', 'View All', and a status bar indicating 'First', '1-2 of 2', and 'Last'.

Foreign Amount	Monetary Amount
100.00 USD	100.00 USD
-100.00 USD	-100.00 USD

After reviewing the budget exception pages, Close the window. The window with the journal line page will open back up.

**Make the necessary adjustments either to the journal or to your budget to fix the budget check error.** (In the example the fund was data entered incorrectly and has been changed.)

Refer to the Commitment Control Manual for correcting other types of budget errors.

NOTE: If the journal entry has been adjusted, edit the journal to get a valid Journal Status

New Window | Customize Page |

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Edit Journal      **Process**

[Template List](#)   [Search Criteria](#)   [Change Values](#)   **Inter/IntraUnit**   ☐ Errors Only     Line: 10  

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	20105	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		512300	20105	1110003000		

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	<a href="#">Y</a>	

Save   Return to Search   Notify   Refresh

Header | Lines | Totals | Errors | Approval

**Choose Budget Check Journal from the Process drop down and Click the Process button**

New Window | Customize Page |

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Edit Journal      **Process**

[Template List](#)   [Search Criteria](#)   [Change Values](#)   **Inter/IntraUnit**   ☐ Errors Only     Line: 10  

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	20105			
<input type="checkbox"/>	2	01110	ACTUALS		512300	20105			

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	<a href="#">Y</a>	

Save   Return to Search   Notify   Refresh

Header | Lines | Totals | Errors | Approval

Edit Journal  
**Budget Check Journal**  
 Copy Journal  
 Delete Journal  
 Edit Chartfield  
 Edit Journal  
 Post Journal  
 Print Journal  
 Refresh Journal  
 Submit Journal



New Window | Customize Page | help

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Budget Check Jc      **Process**

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	20105	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		512300	20105	1110003000		

Lines to add: 1   +   -  

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget
01110	2	100.00	100.00	V	

Save   Return to Search   Notify   Refresh

Header | Lines | Totals | Errors | Approval

New Window | Customize Page | help

Unit: 01110      Journal ID: 0000617148      Date: 02/04/2006      \*Process: Edit Journal      **Process**

Template List   Search Criteria   Change Values   Inter/IntraUnit   ☐ Errors Only   Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	01110	ACTUALS		513010	20105	1110003000		
<input type="checkbox"/>	2	01110	ACTUALS		512300	20105	1110003000		

Lines to add: 1   +   -  

Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
2	100.00	100.00	V	V

Return to Search   Notify   Refresh

Lines | Totals | Errors | Approval

The Budget Status is now V.

The journal is now ready to be posted.

**Finding and Correcting Journals in Budget Check Error is Complete.**

## How do I find the cash balance in my fund?

**Situation when this function is used:** To determine the cash balance in a fund. Fund balances can be specific to one business unit or could cross multiple business units or all of state government.

**If the fund is specific to your business unit and all receipts and disbursements in the fund occur in your business unit only:**

- Run the Trial Balance Report using criteria for a specific fund. Go to the Trial Balance by Fund Exercise in this manual for details on how to run this report.
- Add all of the debits and credits for the cash accounts (accounts starting with "10") on the Trial Balance Report – This is the cash balance in the fund.

If the fund is not specific to your business unit and receipts and disbursements in this fund occur in multiple business units or all of state government:

- Run the Trial Balance – All BU's Report.
- Add all of the debits and credits for the cash accounts (accounts starting with "10") on the Summary Report – This is the cash balance in the fund.

**For Special Funds cash balances only, the following query can be run:**

**VT\_SP\_FUND\_CURRENT\_YR\_CASH\_BAL** - This query prompts for FY and Fund and will give net cash activity in the fund by period and BU. It is intended to be used to query current year transactions, but it could actually be used for prior years as well. Since the results include Accounting Period, Period 0 contains carryforward balances and all other periods contain the net activity (Deposits less Expenditures) for that period. Summing total activity reported (including period 0) will give you the current cash balance in the fund. This query also shows period 998.

# Who entered this Journal?

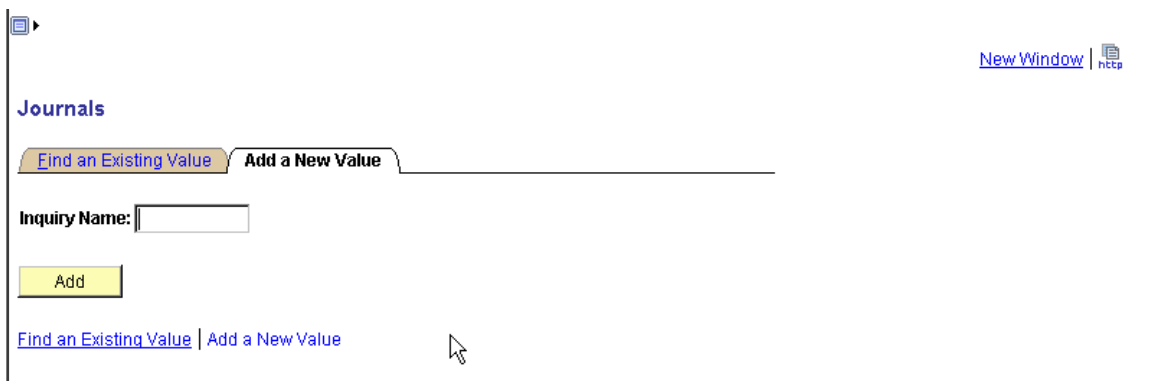
**Situation when this function is used:** To inquire on the user that entered a particular journal entry.

**Navigation:** General Ledger > Review Financial Information > Journals




The Journals – Find an Existing Value page loads.

## Click on the Add a New Value Tab



The Add a New Value page loads.

**Enter the name that you want this inquiry to be called, then Click the Add button.**


















[New Window](#) | [Customize Page](#) | 


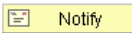
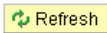
---


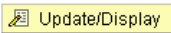
**Journal Inquiry Criteria**

---

**Journal Inquiry**

Ledger Criteria						
Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
SEARCH JE	01110 					 
Journal ID	Date	Status	Source	Currency	Stat	Document Type
						
User	Document Sequence		Max Rows	Sort By		
			100	Journal Id 		

 Save
  Notify
  Refresh

 Add
  Update/Display

The Journal Inquiry Criteria page loads. What you named the inquiry defaults under Inquiry, your default business unit defaults under Unit.

**Note:** If you have an existing Inquiry Name (run control) for this screen, you may enter it in the Inquiry name field on the Find an Existing Value page and click search. The Journal Inquiry Criteria page will load at that time with criteria that was saved previously defaulting in.

### Enter Business Unit - This is a required search field

- leave as default **or**
- enter the appropriate business unit for the journal you are searching for

### Enter Ledger – This is a required search field

- enter appropriate Ledger for the journal you are searching for (ACTUALS or ACCRL/ADJ)

### Enter From Period – This is a required search field


- enter the beginning period for the journal or journals you are search for

### Enter Through Period – This is a required search field

- enter the ending period for the journal or journals you are searching for

## Enter remaining fields

- leave blank **or**
- enter values to narrow your search

[New Window](#) | [Customize Page](#) | 

---

### Journal Inquiry Criteria

#### Journal Inquiry

Ledger Criteria						
Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
SEARCH JE	<input type="text" value="01110"/>	<input type="text" value="ACTUALS"/>	<input type="text" value="2006"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>
<input type="button" value="Search"/>						
Journal ID	Status	Source	Currency	Stat	Document Type	
<input type="text" value="0000617148"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
User	Document Sequence	Max Rows	Sort By			
<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="Journal Id"/>			

**Click the Save button to save your Inquiry to be used in the future.**

**Click the Search button.**

[New Window](#) | [Customize Page](#) | [Help](#)

---

### Journal Inquiry Criteria

### Journal Inquiry

**Ledger Criteria**

<b>Inquiry</b>	<b>*Unit</b>	<b>*Ledger</b>	<b>*Year</b>	<b>*From Period</b>	<b>*To Period</b>	<b>Suspense Status</b>	
SEARCH JE	01110	ACTUALS	2006	8	8		<input type="button" value="Search"/>
<b>Journal ID</b>		<b>Status</b>	<b>Source</b>	<b>Currency</b>	<b>Stat</b>	<b>Document Type</b>	
0000617148							
<b>User</b>		<b>Document Sequence</b>		<b>Max Rows</b>	<b>Sort By</b>		
				100	Journal Id		

**Journals** [Customize](#) | [Find](#)

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000617148	02/04/2006	01110	Valid	ONL	No Susp	RDOYON	02/04/2006	To correct expenditure acco

Rows of data matching the criteria entered loads at the bottom of the screen under Journals.

**Review the User column for each row of data. This column indicates who entered the journal.**

**Who entered this Journal is Complete.**

# Ledger Inquiries

**Situations where this function is used:** The Ledger Inquiry is useful to get balances for your business unit on a Ledger for a specified time period and chartfields. Using ledger inquiry allows you to drill from the ledger balance to the sub-module transaction detail that makes up an inquiry result row.

Navigation: General Ledger > Review Financial Information > Ledger

The screenshot shows the Oracle General Ledger Inquiry page. The left sidebar contains a menu with options like General Ledger, Journals, Ledgers, Summary Ledgers, Close Ledgers, Process Multi-Currency, Average Daily Balance, Open Items, Consolidate Financial Data, Maintain Standard Budgets, Monitor Background Process, Review Financial Information, Journals, Ledger, Ledger Group, and Ledger Period. The main content area is titled 'Ledger' and includes a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below the search bar is a text input field for 'Inquiry Name' with a dropdown menu set to 'begins with'. There are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Either Find an existing value by clicking on the Search button or click on Add a new value tab and add a new inquiry name.

The screenshot shows the Oracle Ledger Inquiry Criteria page. The left sidebar contains a menu with options like Review Financial Information, Journals, Ledger, Ledger Group, Ledger Period, Comparison, Compare Across Ledgers, Payroll Accounting Entries, Enterprise Learning Mgmt Acctg, Generic Accounting Entries, Student Fin Accounting Entries, Contributor Relations Acctg, Entry Event Budget Acctg, Entry Event GL Adjust Acctg, Define Inquiry Record and Page, Archiving Tables, and Regulatory Ledger Reports. The main content area is titled 'Ledger Inquiry Criteria' and includes a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below the search bar is a table with columns for Inquiry, Unit, Ledger, Year, From Period, To Period, Currency, and Stat. The table contains one row with the value 'LEDGER' in the Inquiry column and '01110' in the Unit column. There are checkboxes for 'Include Balance Forward', 'Include Adjustment Period(s)', 'Include Closing', and 'Only in Base Currency'. There is a 'Max Rows' field set to '100'. There are buttons for 'Search', 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. At the bottom, there are links for 'Ledger Balances' and 'Ledger Activity'.

## Ledger Criteria

You can enter or select the following fields to establish ledger criteria.

### Unit

The General Ledger Business Unit from your operator preferences defaults into this field.

<b>Ledger</b>	Type in the Ledger or use the magnifying glass to select the ledger.
<b>Year</b>	Enter the fiscal year. (Four digit year – i.e. 2006)
<b>From Period</b>	Enter the beginning period for your inquiry.
<b>To Period</b>	Enter the ending period for your inquiry.
<b>Currency</b>	Enter USD.
<b>Stat</b> (Statistics Code)	Leave blank.
<b>Include Balance Forward</b>	Select this option to include any balances that were brought forward into the current open year.
<b>Include Closing</b>	Select this option to include closing balances (period 999) along with the current open period amounts.
<b>Include Adjustment Period(s)</b>	Select this option to include any adjustment period amounts. If you select this option a range of adjustment period fields appear: Adjustment Period From and To <i>998</i> displays in both fields because it is the adjustment period used by Vermont.
<b>Only in Base Currency</b>	Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit.
<b>Max Rows</b> (maximum rows)	You can override the default of <i>100</i> with any number $\leq 200$ rows of data that you can display in a scroll area.
<b>Search</b>	Click to display the following active and inactive links listed under View and the ChartField Criteria group box.



Menu

Review Financial Information

Journals

Ledger

Ledger Group

Ledger Period Comparison

Compare Across Ledgers

Payroll Accounting Entries

Enterprise Learning Mgmt Acctg

Generic Accounting Entries

Student Fin Accounting Entries

Contributor Relations Acctg

Entry Event Budget Acctg

Entry Event GL Adjust Acctg

Define Inquiry Record and Page

Archiving Tables

Regulatory Ledger Reports

XBRL

General Reports

Federal Reports

General Ledger Center

Allocations

Statutory Reports

Data Exchanges

Set Up Financials/Supply Chain

Enterprise Components

Government Resource

Ledger Inquiry

Enter ledger, period, and ChartField selection criteria. Click on one of the Summarization hyperlinks located in the lower right side of the page to execute the query.

Ledger Criteria

Inquiry

Unit

Ledger

Year

From Period

To Period

Currency

Stat

LEDGER

01110

ACTUALS

2005

1

12

USD

Search

Include Balance Forward

Include Adjustment Period(s)

Adj Period From/To:

998

998

Include Closing

Only in Base Currency

Max Rows:

100

ChartField Criteria

Customize | Find | First 1-13 of 13 Last

ChartField	Value	ChartField Value Set	Update/New	View
Account			Update/New	<input checked="" type="checkbox"/>
Department			Update/New	<input checked="" type="checkbox"/>
Operating Unit			Update/New	<input checked="" type="checkbox"/>
Product			Update/New	<input checked="" type="checkbox"/>
Fund Code			Update/New	<input checked="" type="checkbox"/>
Class Field			Update/New	<input checked="" type="checkbox"/>
Program Code			Update/New	<input checked="" type="checkbox"/>
Budget Reference			Update/New	<input checked="" type="checkbox"/>
Affiliate			Update/New	<input checked="" type="checkbox"/>
Fund Affiliate			Update/New	<input checked="" type="checkbox"/>
Operating Unit Affiliate			Update/New	<input checked="" type="checkbox"/>
Project			Update/New	<input checked="" type="checkbox"/>

View

[Balance by Period, Acct, De](#)  
[Balance by Period, Acct, Pro](#)  
[Period Balances by Account](#)  
[Sum by Period, Account](#)  
[Sum by Period, Account, D](#)  
[Sum by Period, Alt Account](#)  
[Sum by Period, Project](#)  
[Ledger Balances](#)  
[Ledger Activity](#)  

Clear Criteria

Delete Criteria

## ChartField Criteria

You can select one or more ChartField values or leave the fields blank and place a check mark next to each row to review all ChartField information based on the selected criteria.

**ChartField/Value** Lists all the ChartFields. Select a ChartField value for one or more ChartFields to review specific data in a ledger or use a wildcard (%) to select a range of values.

**ChartField Value Set** Select a predefined set of selection criteria for a given ChartField.

**Update/New** Select this option to update an existing ChartField Value Set's data or create a new ChartField Value Set.

**View** If you selected Ledger Balances or Ledger Activity, select the ChartFields that you want to display in either of these inquiries.

General Ledger

161 of 179

**Ledger Inquiry Criteria**

**Ledger Inquiry**  
Enter ledger, period, and ChartField selection criteria. Click on one of the Summarization hyperlinks located in the lower right side of the page to execute the query.

**Ledger Criteria**

Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Stat
LEDGER	01110	ACTUALS	2005	1	12	USD	

☐ Include Balance Forward
 ☒ Include Adjustment Period(s)
 Adj Period From/To: 998 998

☐ Include Closing
 ☐ Only in Base Currency
 Max Rows: 100

**ChartField Criteria**

ChartField	Value	ChartField Value Set	Update/New	View
Account	520%		Update/New	<input checked="" type="checkbox"/>
Department	1110003000		Update/New	<input checked="" type="checkbox"/>
Operating Unit			Update/New	<input type="checkbox"/>
Product			Update/New	<input type="checkbox"/>
Fund Code	10000		Update/New	<input checked="" type="checkbox"/>
Class Field			Update/New	<input type="checkbox"/>
Program Code			Update/New	<input type="checkbox"/>
Budget Reference			Update/New	<input type="checkbox"/>
Affiliate			Update/New	<input type="checkbox"/>
Fund Affiliate			Update/New	<input type="checkbox"/>
Operating Unit Affiliate			Update/New	<input type="checkbox"/>
Project			Update/New	<input type="checkbox"/>

**View**

- [Balance by Period, Acct, Dept](#)
- [Balance by Period, Acct, Project](#)
- [Period Balances by Account](#)
- [Sum by Period, Account](#)
- [Sum by Period, Account, Dept](#)
- [Sum by Period, Alt Account](#)
- [Sum by Period, Project](#)
- [Ledger Balances](#)
- [Ledger Activity](#)

[Clear Criteria](#)
[Delete Criteria](#)

## View

You can select one of the following methods to display information based on your ledger criteria.

### Per Balances by Account

Select Include Balance Forward and then select Per Balances by Account to display posted transaction and balance amounts for a period by activity and account.

### Per Balances by Acct, Dept (per balances by account, department)

Select Include Balance Forward and then select Per Balances by Acct, Dept to display posted transaction and balance amounts for period by activity, account, and department. .

### Per Balances by Acct, Prj (per balances by account, project)

Select Include Balance Forward and then select Per Balances by Acct, Prj to display posted transaction and balance amounts for period by activity, account, and project.

### Sum by Period, Account

Select to display the Summarization Details — Ledger Inquiry page, which contains summarized posted transaction amounts by period and account.

### Sum by Period, Account, Dept (sum by period, account, department)

Select to display Inquiry - Summarization Details page, which contains summarized posted transaction amounts by period, account, and department.

<b>Sum by Period, Alt Acct</b> (sum by period, alternate account)	Select to display the Ledger Inquiry - Summarization Details page, which contains a summarized of posted transaction amounts by period, activity, and alternate account.
<b>Sum by Period, Project</b>	Select to display the Ledger Inquiry - Summarization Details page, which contains summarized posted transaction amounts by period and project.
<b>Ledger Balances</b>	Select to display the Ledger Inquiry - Ledger Balances page, which contains the ledger balances based on the ChartFields selected in the ChartField Criteria group box.
<b>Ledger Activity</b>	Select to display the Ledger Inquiry - Transaction Details page, which contains journal lines based on the selected ledger criteria and ChartField criteria.
<b>Clear Criteria</b>	Clears the Ledger and ChartField Criteria from the page and enables you to enter different criteria.
<b>Delete Criteria</b>	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry - Ledger Inquiry Criteria page.

Clicking on the View **Sum by Period, Account, Dept** give the following inquiry result. Please note the total balance for the criteria at the bottom of the webpage.

**Summarization Details**  
**Ledger Inquiry**

Inquiry	Unit	Ledger	Year	From	To	Currency	Stat
LEDGER	01110	ACTUALS	2005	1	12	USD	

☐ Include Balance Forward      ☒ Include Adjustment Period(s)      [ChartField Criteria](#)  
☐ Include Closing Adjustments      Adj Period From/To: 998 998

Go To: [Inquiry Criteria](#)      Query Results:

Period	Activity	Detail	Account	Department	Transaction Amt	Currency	Base Amount	Base Currency
1	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	0.00	USD	0.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	37.63	USD	37.63	USD
2	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	429.99	USD	429.99	USD
2	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	80.18	USD	80.18	USD
3	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	336.99	USD	336.99	USD
3	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	336.25	USD	336.25	USD
4	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	451.87	USD	451.87	USD
4	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	34.86	USD	34.86	USD
5	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
6	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	118.41	USD	118.41	USD
6	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
6	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	101.03	USD	101.03	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	208.11	USD	208.11	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
8	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	913.76	USD	913.76	USD


1	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	0.00	USD	0.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	37.63	USD	37.63	USD
2	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	429.99	USD	429.99	USD
2	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	80.18	USD	80.18	USD
3	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	336.99	USD	336.99	USD
3	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	336.25	USD	336.25	USD
4	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	451.87	USD	451.87	USD
4	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	34.86	USD	34.86	USD
5	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
6	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	118.41	USD	118.41	USD
6	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
6	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	101.03	USD	101.03	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	208.11	USD	208.11	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
8	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	913.76	USD	913.76	USD
8	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	3,598.00	USD	3,598.00	USD
8	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	194.33	USD	194.33	USD
9	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	55.78	USD	55.78	USD
10	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	3.61	USD	3.61	USD
10	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	148.14	USD	148.14	USD
12	<a href="#">Activity</a>	<a href="#">Detail</a>	520000	1110003000	266.35	USD	266.35	USD
12	<a href="#">Activity</a>	<a href="#">Detail</a>	520500	1110003000	0.00	USD	0.00	USD
12	<a href="#">Activity</a>	<a href="#">Detail</a>	520700	1110003000	226.11	USD	226.11	USD

Currency Totals					
Transaction Amount:	7,541.40	USD	Base Amount:	7,541.40	USD

To return to the Criteria page click on the Go to Inquiry Criteria hyperlink.

To view the chartfield detail for a summary line, click on the Detail hyperlink on the line.

[New Window](#) | [Help](#) | [Customize Page](#) | 

## Ledger Balances

### Ledger Inquiry

**Ledger Criteria**

Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Stat Code
LEDGER	01110	ACTUALS	2005	1	12	USD	

[ChartField Criteria](#)

☐ Include Balance Forward
 ☒ Include Adjustment Period(s)

☐ Include Closing Adjustments
 Adj Period From/To: 998 998


Go To: [Inquiry](#) | [Sum by Period, Account, Dept](#) | [Criteria](#)

Scroll Message Detail: 1 to 1 of 1

Period	Activity	Account	Fund	Department	Stat	Transaction Amt	Currency	Base Amount	Base Currency
3	<a href="#">Activity</a>	520000	10000	1110003000		336.99	USD	336.99	USD

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Related Links](#)
[Add](#)
[Update/Display](#)

To view the activity that makes up the summary line, click on the Activity hyperlink. The page below shows the resulting Activity page.

[New Window](#) | [Help](#) | [Customize Page](#) | 

## Transaction Details

### Ledger Inquiry

**Ledger Criteria**

Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Stat
LEDGER	01110	ACTUALS	2005	1	12	USD	

☐ Include Balance Forward
 ☒ Include Adjustment Period(s)

☐ Include Closing Adjustments
 Adj Period From: 998 To: 998

Sort By: Journal Id

Go To: [Inquiry](#) | [Sum by Period, Account, Dept](#) | [Transaction Criteria](#)

Period	Account	Fund	Dept	Stat
3	520700	10000	1110003000	

Transaction Amt: 336.25 USD Base Amount: 336.25 USD

Journal ID	Date	Seq	Stat Amt	Debit Amount	Credit Amount	Currency	DR Amount	CR Amount	Base Curre
<a href="#">AP00486346</a>	09/23/2004			311.85		USD	311.85		USD
<a href="#">AP00487691</a>	09/28/2004			24.40		USD	24.40		USD

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Add](#)
[Update/Display](#)

From the Activity page you can view a particular general ledger transaction by clicking on the Journal ID hyperlink. The page below shows the resulting Journal Inquiry page. It shows the Journal line(s) that meet the transaction criteria specified in the inquiry criteria.

**Journal Inquiry Details**  
**Journal Inquiry**

Ledger Criteria							
Inquiry	Unit	Ledger	Year	From Period	To Period	Currency	Suspense Status
LEDGER	01110	ACTUALS	2005	1	12	USD	

Go To: [Inquiry](#) [Sum by](#) [Transaction Details](#) Header Msg:

[Criteria](#) [Period](#) [Account](#) [Dept](#)

Journal Header							
Journal ID:	AP00487691	Date:	09/28/2004	Source:	AP	Schedule:	
Ledger Grp:	ACTUALS	Original Date:		Lines:	8	Doc Seq:	
Status:	Posted	InterUnit BU:	01110	Posted:	09/29/2004	Process:	Edits OK
Balanced:	DR=CR	Reversal:	None	Reversal Date:			
Operator Id:	BATCH						

Long Description: AP Accrual

Totals by Currency							
Currency:	USD	DR:	439.73	CR:	439.73	Net:	0.00

[Find](#) [View All](#) First 1 of 1 Last

☐ Show All Lines  
☐ Show From Line: Thru Line: [Query Journal Lines](#) [Refresh](#)

Journal Line										
Line #	DR Amount	CR Amount	Currency	Account	Operating Unit	Fund Code	Dept	Program	Class	Bud Ref
1			USD	200001		10000	1110003000			

To view all lines for the journal, click on the field in front of Show All Lines, and then click on Query Journal Lines. The screen then displays all lines for the journal.

Ledger Grp:	ACTUALS	Original Date:		Lines:	8	Doc Seq:	
Status:	Posted	InterUnit BU:	01110	Posted:	09/29/2004	Process:	Edits OK
Balanced:	DR=CR	Reversal:	None	Reversal Date:			
Operator Id:	BATCH						

Long Description: AP Accrual

Totals by Currency							
Currency:	USD	DR:	439.73	CR:	439.73	Net:	0.00

[Find](#) [View All](#) First 1 of 1 Last

☒ Show All Lines  
☐ Show From Line: Thru Line: [Query Journal Lines](#) [Refresh](#)

Journal Line										
Line #	DR Amount	CR Amount	Currency	Account	Operating Unit	Fund Code	Dept	Program	Class	Bud Ref
1		369.37	USD	200001		10000	1110003000			
2		70.36	USD	200001		20105	1110003000			
3	7.98		USD	515000		10000	1110003000			
4	1.52		USD	515000		20105	1110003000			
5	336.99		USD	520000		10000	1110003000			
6	64.19		USD	520000		20105	1110003000			
7	24.40		USD	520700		10000	1110003000			
8	4.65		USD	520700		20105	1110003000			

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

To view the sub-module detail that is summarized a journal line click on the icon in front of the line number. A new window opens with the journal drill down for the journal line. The sub-module transactions are listed.

Menu

Vouchers

Accounting Entries

EE Journal Entry Drill Down

Document Status

Document Tolerance Override

Journal Drill Down

Match Manager

Review Payables Revaluation

Self-Billed Invoice Creation

Self-Billed Invoice Unbalanced

Accounting Entries

VAT Details

Voucher

Interfaces

Payments

Vendor

Archiving

Reports

Accounts Payable Center

eSettlements

Asset Management

Banking

Cash Management

New Window | Help | Customize Page |

Journal Drill Down

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal
01110	AP00487691	09/28/2004	ACTUALS	7		

Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate
520700		10000	1110003000						

Base Currency

USD

Base Amount

24.40

Currency

USD

Details

Chartfields

Voucher Information

Document Information

EE

Unit	Accto Date	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Affiliate
01110	09/28/2004	10000	1110003000						

Save

Return to Search

Notify

This example is an AP voucher, you can click on the voucher information to continue to drill to the voucher.

Menu

Vouchers

Accounting Entries

EE Journal Entry Drill Down

Document Status

Document Tolerance Override

Journal Drill Down

Match Manager

Review Payables Revaluation

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New Window | Help | Customize Page |

Journal Drill Down

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal
01110	AP00487691	09/28/2004	ACTUALS	7		

Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate
520700		10000	1110003000						

Base Currency

USD

Base Amount

24.40

Currency

USD

Details

Chartfields

Voucher Information

Document Information

EE

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
00001302	BOTTLED DRINKING WATER, 5 GAL	1	1	24.40	USD	24.40	USD

Save

Return to Search

Notify

From the voucher information, clicking on a Voucher id hyperlink opens a new window with the accounting entries for the voucher.

Menu

Vouchers

Accounting Entries

EE Journal Entry Drill Down

Document Status

Document Tolerance Override

Journal Drill Down

Match Manager

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Self-Billed Invoice Unbalanced

Accounting Entries

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Interfaces

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Vendor

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Cash Management

Deal Management

Risk Management

VAT and Intrastat

Excise and Sales Tax IND

Commitment Control

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Voucher Accounting Entries

Business Unit: 01110

Voucher ID: 00001302

Invoice Number: 50142481FIN3

Accounting Line View Option: Standard

Show Foreign Currency

Search

Reset

Invoice Date: 08/31/2004

Vendor ID: 0000014256

Vendor Name: Crystal Rock Bottled Water

Accounting Information

Find | View All

First 1 of 2 Last

Posting Process: AP Accrual

GL Dist Status: Distributed

Main Information

Chartfields

Journal

Customize | Find | View All

First 1-6 of 6 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit
BOTTLED DRINKING WATER, 5 GAL	24.40 USD	ACTUALS	01110	
BOTTLED DRINKING WATER, 5 GAL	4.65 USD	ACTUALS	01110	
COLD WATER DISPENSER MONTHLY R	7.98 USD	ACTUALS	01110	
COLD WATER DISPENSER MONTHLY R	1.52 USD	ACTUALS	01110	
Accounts Payable	-32.38 USD	ACTUALS	01110	
Accounts Payable	-6.17 USD	ACTUALS	01110	

Ledger Inquiries is Complete.



## Run the VT\_BU\_TRANSFER Query

**Situation when this function is used:** The VT\_BU\_TRANSFER Query should be run periodically throughout the week and month as well as on the 26<sup>th</sup> of the month to capture the final entries for the month. The data returned by this query indicates interunit transfers that have been initiated by other departments that your department needs to respond to.

**Navigation:** Reporting Tools > Query > Query Viewer



Query Viewer Search page loads. Search By defaults as query name

### Enter Begins With

- VT\_BU\_TRANSFER

## Click search button

The screenshot shows a web application interface for a 'Query Viewer'. At the top right, there are links for 'New Window', 'Customize Page', and a help icon. Below the title, a message says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to '\*Search By: Query Name' with a dropdown arrow, followed by 'begins with' and a text box containing 'VT\_BU\_TRANSFER'. There are two buttons: a yellow 'Search' button and a blue 'Advanced Search' link. Below this is the 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. A table displays the search results with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, and a partial 'S' column. One result is shown: 'VT\_BU\_TRANSFER' with description 'query to ck for interunit J/E', owner 'Public', and links to 'Run to HTML' and 'Run to Excel'.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	S
VT_BU_TRANSFER	query to ck for interunit J/E	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">S</a>

Query name, description, etc loads in a box at the bottom of the screen

## Click Run to Excel

The screenshot shows a window titled 'VT\_BU\_TRANSFER - query to ck for interunit J/E'. Inside, there is an 'Affiliate:' label followed by a text input box and a magnifying glass icon. Below this is a yellow 'View Results' button. At the bottom, there is a table header with the following columns: Unit, Affiliate, Journal ID, Date, Source, Year, Period, Amount, Ref No, Class, and Long Descr.

Unit	Affiliate	Journal ID	Date	Source	Year	Period	Amount	Ref No	Class	Long Descr
------	-----------	------------	------	--------	------	--------	--------	--------	-------	------------

Criteria prompt box loads

## Enter Affiliate

- Enter the appropriate business unit for your department

## Click the View Results button

http://fmdevweb.finman.state.vt.us/psc/FMDEV\_2/EMPLOYEE/ERP/q/?ICQryName=VT\_BU\_TRANSFER&ICDummy=9848 - Microso...

File Edit View Insert Format Tools Data Go To Favorites Help

Back Forward Stop Home Search Favorites Media Print Copy Paste W

Address http://fmdevweb.finman.state.vt.us/psc/FMDEV\_2/EMPLOYEE/ERP/q/?ICQryName=VT\_BU\_TRANSFER&ICDummy=9848 Go Links

A1 = query to ck for interunit J/E

	A	B	C	D	E	F
1	query	9				
2	Unit	Affiliate	Journal ID	Date	Source	Year
3	01260	08100	0000601849	7/7/2005	TSF	
4	01260	08100	0000601850	7/7/2005	TSF	
5	06130	08100	0000605299	7/15/2005	TSF	
6	06130	08100	0000605299	7/15/2005	TSF	
7	06140	08100	0000605334	7/15/2005	TSF	
8	06140	08100	0000605334	7/15/2005	TSF	
9	06140	08100	0000605334	7/15/2005	TSF	
10	06140	08100	0000605334	7/15/2005	TSF	
11	06130	08100	0000605740	7/18/2005	TSF	
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

sheet1

Unknown Zone

Excel loads with data.

**Note:** To manipulate this data or to print the data it may be necessary to select the entire worksheet and copy it into a regular excel worksheet.

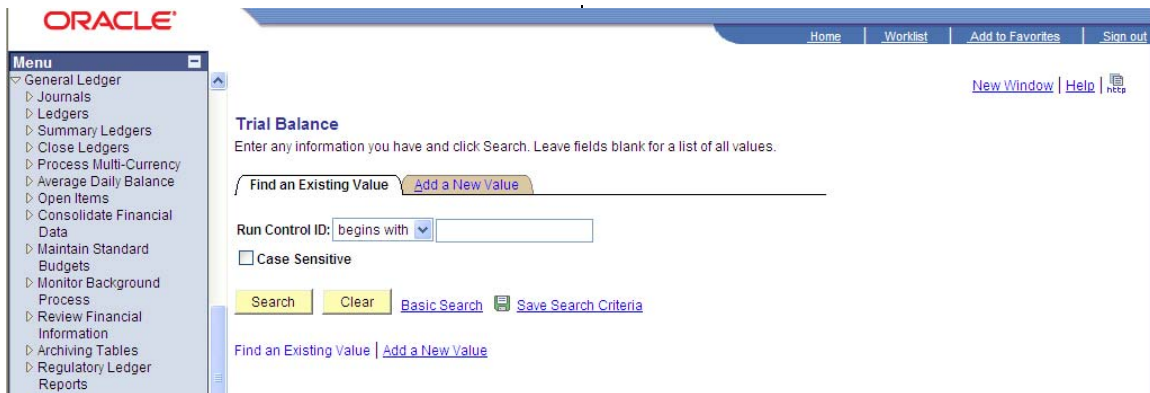
You are now ready to use the data to enter your responding TSF journal entries. If no data loaded, then you have no TSF's to respond to.

**Run the VT\_BU\_TRANSFER Query is Complete.**

# Trial Balance Report

**Possible situations when this function is used:** This report is used to review expenditures posted to the General Ledger by Account, Fund or other chartfields for a cumulative period, by fiscal year.

**Navigation:** General Ledger > General Reports > Trial Balance > Add a New Value



The screenshot shows the Oracle Trial Balance interface. On the left is a 'Menu' sidebar with options like General Ledger, Journals, Ledgers, Summary Ledgers, Close Ledgers, Process Multi-Currency, Average Daily Balance, Open Items, Consolidate Financial Data, Maintain Standard Budgets, Monitor Background Process, Review Financial Information, Archiving Tables, and Regulatory Ledger Reports. The main content area is titled 'Trial Balance' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The 'Find an Existing Value' tab contains a 'Run Control ID' field with a dropdown menu showing 'begins with' and a text input field. There is also a 'Case Sensitive' checkbox. At the bottom of the tab are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page features the Oracle logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a help icon.

The Trial Balance Add a New Value page loads.

**Enter Run Control ID** – Name the run control something that makes sense to you. It must be a single parameter, so link multiple words with an underscore.

**Click Add**

**Trial Balance Report**

Run Control ID: Trial\_Balance      [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language: English

**Report Request Parameters**

Unit:     \*Ledger:     **Adjustment Periods**  
 Fiscal Year:     Period:     **Adjustment Period**  
 Currency Option: Base    Currency:     1    
☐ Display Full Numeric Field    [Refresh](#)

**ChartField Selection**    [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

The Trial Balance Report Page loads with language defaulting in as English, Unit defaulting in as your default business unit and Ledger defaulting in as ACTUALS.

### Enter Language:

- leave as default

### Enter Business Unit

- leave as default or
- enter the appropriate business unit

### Enter Ledger Group

- leave as default; ACTUALS or
- enter ACCRL/ADJ

### Enter Fiscal Year

- enter fiscal year that you want to report on – YYYY

### Enter Period

- enter the through period that you want to report on

### Adjustment Period

- 998 if you want to include adjustment period
- always include 998 if you are running a trial balance through the end of a fiscal year

### Click the Refresh button

Language: English

**Report Request Parameters**

Unit: 01110 \*Ledger: ACTUALS Adjustment Periods: 1

Fiscal Year: 2006 Period: 8

Currency Option: Base Currency:

☐ Display Full Numeric Field

Refresh

**ChartField Selection** Customize | Find | First 1-17 of 17 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

A listing of available fields for your report will load.

**Click the check box under Include CF** - for each chartfield you want to see on the report

**Click the check box under Descr** – for each chartfield you want to see a description for

**Click the check box under Subtotal** - for each chartfield you want to see a subtotal for

**Click Save at the bottom left of the screen**

Run Control ID: Trial\_Balance Report Manager Process Monitor Run

Language: English

**Report Request Parameters**

Unit: 01110 \*Ledger: ACTUALS Adjustment Periods: 1

Fiscal Year: 2006 Period: 8

Currency Option: Base Currency:

☐ Display Full Numeric Field

Refresh

**ChartField Selection** Customize | Find | First 1-17 of 17 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The screen will rearrange the fields that have been chosen to the top of the list

**Sequence:** The sequence is the order in which the report will subtotal the values for each field.

**Change Sequence:** Change the number in the Sequence field to reflect how you want your report to be sorted and subtotalled

Enter Value and To Value fields to limit your search or leave them blank.

## Click Save

Run Control ID: Trial\_Balance      [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language: [English](#)

**Report Request Parameters**

Unit: 01110    \*Ledger: ACTUALS    **Adjustment Periods**  
Fiscal Year: 2006    Period: 8    Adjustment Period: 1  
Currency Option: Base    Currency:    [Refresh](#)


☐ Display Full Numeric Field

**ChartField Selection**    [Customize](#) | [Find](#) | [First](#) | 1-17 of 17 | [Last](#)

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1110003000	1110003000
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The screen again rearranges the fields at the bottom to reflect the changed sequence. This Trial Balance Report, for the criteria chosen in the print screen above, will return a trial balance for deptid 1110003000 only.


## Click Run

[New Window](#) | [Customize Page](#) | 


### Process Scheduler Request

User ID: RDOYON Run Control ID: Trial\_Balance

---

Server Name:  Run Date: 02/12/2006 

Recurrence:  Run Time: 2:25:59PM [Reset to Current Date/Time](#)

Time Zone:  


Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK Cancel

The Process Scheduler Request Page loads

**Enter Server Name – PSUNX**


Make sure Trial Balance Report is selected

[New Window](#) | [Help](#) | [Customize Page](#) | 


### Process Scheduler Request

User ID: KSYMONDS Run Control ID: Trial\_Bal

---

Server Name: PSUNX Run Date: 07/02/2007 

Recurrence:  Run Time: 7:16:50AM [Reset to Current Date/Time](#)

Time Zone:  

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK Cancel

**Click OK**



Run Control ID: Trial\_Balance      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Language: English      Process Instance: 2487681

---

**Report Request Parameters**

Unit: 01110      \*Ledger: ACTUALS      **Adjustment Periods**

Fiscal Year: 2006      Period: 8      **Adjustment Period**

Currency Option: Base      Currency:      1      +      -

☐ Display Full Numeric Field      [Refresh](#)

---

**ChartField Selection**      [Customize](#) | [Find](#) | [First](#) | 1-17 of 17 | [Last](#)

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1110003000	1110003000
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The Trial Balance Report page loads again with a Process Instance ID under the Run button.

## Click Report Manager

List      [Explorer](#)      [Administration](#)      [Archives](#)

---

**View Reports For**

Folder:      Instance:      to:      [Refresh](#)

Name:      Created On:      Last: 1 Days

---

**Reports**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<a href="#">Report</a>				

[Go back to Trial Balance](#)

Process Instance: 2562523      Internet

The Report Manager page loads.

## Click on Administration tab

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	43012	2562523	<a href="#">Trial Balance Report</a>	07/02/2007 7:17:53AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

☒ Select All ☐ Deselect All

Click the delete button to delete the selected report(s)

Process Instance: 2562523

Internet

**Click the refresh button until the Status is equal to Posted.** This means that the report has completed successfully and the report has been posted to the Report Manager.

Click on the Trial Balance Report link that is now highlighted beside the Process Instance number of the report you just ran.

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Print Mail Print Mail Print Mail

Address [http://fmdevweb.finman.state.vt.us/psreports/FMTST/43012/gls7012\\_2562523.PDF](http://fmdevweb.finman.state.vt.us/psreports/FMTST/43012/gls7012_2562523.PDF) Go Links

75% Search Web

Report ID: GLS7012  
Bus. Unit: 01110--Finance & Management  
Ledger: ACTUALS -- Actuals Ledger  
As of Year 2007 and Period 12  
Date Currency: USD

Peoplesoft GL  
TRIAL BALANCE

Page No. 1  
Run Date 07/02/07  
Run Time 07:18:04

Account	Department	Our	Transaction Debit	Transaction Credit
10000 General Fund	1110003000 Budget & Management			
100001 Cash on Hand		USD	0.00	3,517,894.00
100105 Interunit Cash Account		USD	0.00	48,396.00
100106 Intraunit Cash Account		USD	0.00	0.00
101002 Depository Account		USD	115.77	0.00
101010 I/U Cash Distribution		USD	0.00	195,755.08
101094 Payroll Clearing Account		USD	0.00	657,230.85
200001 Accounts Payable - Vendor		USD	0.00	10.00
303005 Res Encumbrances		USD	0.00	0.00
303008 Reserved for Pre-Encumbrance		USD	0.00	0.00
304000 Unreserved		USD	3,517,894.00	0.00
500000 Classified Employees		USD	357,432.39	0.00
500010 Exempt		USD	152,703.20	0.00
501000 FICA - Classified Employees		USD	26,919.88	0.00

11.00 x 8.50 in 1 of 5

Done Unknown Zone

The Trial Balance Report page loads.

**Click on Print button to print report.**

**Trial Balance Report is Complete.**

**A complete listing of reports and queries available in VISION for the General Ledger module can be found on the Finance & Management website in the [Reporting Manual](#) section.**